



# TRAVELERS CHAMPIONSHIP

Below please find a Client Activation Timeline. This timeline will assist in guiding you through this manual, as well as through your Travelers Championship sponsorship.



**4-6 MONTHS  
BEFORE**

Objectives and  
Point Person



**3-4 MONTHS  
BEFORE**

Craft Guest Lists &  
Invitations  
Printed Tickets vs.  
Electronic Tickets



**8 WEEKS  
BEFORE**

Send Invitations  
Tournament Submissions & Approval



**2 WEEKS  
BEFORE**

Distribute Tickets  
Tournament Final Forms and Counts

**FRIDAY, APRIL 19**

Venue Layout

**MONDAY, MAY 6**

Preliminary Menu Choices

Preliminary Guest Counts

**THURSDAY, MAY 9**

Corporate Merchandise

Sponsor Gift Approvals

**FRIDAY, MAY 17**

Pairings Guide Submissions

Video Board Submissions

Video Tower Submissions

**MONDAY, MAY 27**

Certificate of Insurance

**FRIDAY, MAY 31**

Shipping Forms

Venue Set-Up and Breakdown



**DURING  
TOURNAMENT**

Hosting Roles  
A-Z Information



**1-2 WEEKS  
AFTER**

Guest Follow-Up and  
Internal Analysis