Riviera Golf Club, Inc.
EVENT ORDER

Function Date : 09 January 2026
Day : Friday
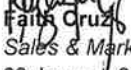
	Function	Time	Venue	No. of Pax
Function : 5th AAA Charity Golf Tournament	Registration	5:00 am	**OUTSIDE PROSHOP**	
	Ceremonial & Grp. Photo	6:20 am	**HOLE NO. 1**	**100-140**
	Tee-Off	6:30 am	**LANGER COURSE**	
	Lunch	11:30 am	**TEE PAVILION**	**150**
Organizer : Mr. Adel Amar	Awarding	1:00 pm		

ATTN: F&B/KITCHEN/TEE PAVILION
- Please see attached lunch buffet good for 120 pax.
- Managed buffet
- Breakfast and other than organized F&B, charged to personal account.

REGISTRATION AREA
- Set up registration table good for 8 pax at the lobby.
- Set up 7 sponsors table to transfer at Tee Pavilion after shotgun.

AWARDING @ TEE PAVILION
- Set up tables & chairs at FR B&C good for 170 pax.
- Sponsors will transfer at the Tee Pavilion right after the shotgun.
- Set up buffet, raffle & trophy tables.
- Designate waiters.

ATTN: BAR
- All drinks charged to personal account.
- Organizer will bring sponsored drinks. (no corkage)

ATTN: TEEHOUSE
- All F&B consumed at the tee house charged to player.

ATTN: ACCOUNTING/TREASURY/CASHIER
- Green Fee, HIO, SDF, GEF, Golf Cart, Scoring & Lunch Buffet charged to organizer.
- Other than organized f&b, charged to personal account.
- Please designate 1 cashier at the Tee Pavilion.

ATTN: CSD
- Set up computer at the registration area.
- Set up computers for cashier & f&b at the tee pavilion.

ATTN: SECURITY/GATE 2
- Pls. take note of the early registration and tee-off time of the tournament.
- Pls. advise **REHOAI** accordingly.
- Sponsors eta: 4:30-5:00 am

ATTN: HR/CLINIC
- Assign nurse at the registration & at the tee tee house during tournament proper.

ATTN: GOLF SERVICES
- Registration at the lobby.
- Bagdrop & Locker at the Main Clubhouse.
- Issue individual passport with attached lunch stub & scorecard.
- Green Fee, HIO, SDF, GEF, Cart, Scoring & Markers Fee c/o org.
- Caddie Fee charged to personal account.
- Pairings will be done by the organizer.

- Teeing Ground	: **Red & White**	
- Scoring c/o Club	: **System 36 & Stableford**	
- Classification & Awards	: *please see attached*	
- Mulligan	: **c/o organizer**	
- Gimme Putt	: **24"**	
- Fun Holes	**Hole No.**	
*Longest Drive	**2**	
*Most Accurate Drive	**2**	
*Nearest to the Pin	**12**	
*Hole in One	**4**	(175 yards)
	8	(170 yards)
	12	(120 yards) red
	17	(156 yards)

All fun holes with markers
- Ceremonial & Group photo at 6:20 am @ Hole no. 1.

ATTN: CART ATTENDANT
- Please reserve 70 golf carts for tournament players.
- Please reserve 2 golf carts for organizers/photo team.

ATTN: GCM

- Teeing Ground	: **Red & White**	
- Gimme Putt	: **24"**	
- Fun Holes	**Hole No.**	
*Longest Drive	**2**	
*Most Accurate Drive	**2**	
*Nearest to the Pin	**12**	
*Hole in One	**4**	(175 yards)
	8	(170 yards)
	12	(120 yards) red
	17	(156 yards)

All fun holes with markers
- Shuttle service to transport caddies at the nearest drop off point.
- Ceremonial & Group photo at 6:20 am @ Hole no. 1.

Riviera Golf Club, Inc.
EVENT ORDER

Function Date : **09 January 2026**
Day : **Friday**

Function	Time	Venue	No. of Pax
Registration	5:00 am	**OUTSIDE PROSHOP**	
Ceremonial & Grp. Photo	6:20 am	**HOLE NO. 1**	**100-140**
Tee-Off	6:30 am	**LANGER COURSE**	
Lunch	11:30 am	**TEE PAVILION**	**120**
Awarding	1:00 pm		

Function : **5th AAA Charity Golf Tournament**

Organizer : **Mr. Adel Amar**

ATTN: ENGINEERING/HOUSEKEEPING
- Set up registration table good for 8 pax at the lobby.
- Set up 7 sponsors table to transfer at Tee Pavilion after shotgun.
- Open centralized sound system at 6:00 am. Please make sure centralized sound system is working properly.
- Lockers at main clubhouse.
- Barrier at golf cart parking area.
- Set up board at the registration for the posting of flight ass.
- Set up stanchion & electric fan at the registration.
- Please make sure all aircons at the Lockers are working and no leaks.
- Please ensure that all carpets are clean and free from any unpleasant odor.
- Set up scorecard & nurse table.
- Set up PA system @ Hole 1 - 6:00 am

TEE PAVILION
- Set up tables & chairs at FR B&C good for 170 pax.
- Sponsors will transfer at the Tee Pavilion right after the shotgun.
- Set up buffet, raffle & trophy tables.
- Set up sound system, karaoke & microphones at the Tee Pavilion.
- LED: tba
- Set up elevated platform & tambiolo.
- 1 tarpaulin (5x10) backdrop.
- Stand by extension cords.
- Stand by GSD & HK staff at the Tee Pavilion & CRs during the event.
- Please make sure that the area is clean before & after the event.
- Please assist for raffle items.
- Hole streamers will be delivered 2 days before the tournament.
- *Kindly provide assistance in case of any cases or requests during the event.*

Prepared By: **Faith Cruz**
Sales & Marketing Asst.
Date: 03 January 2026

Checked By: **Sally Aquino**
Sales & Marketing Supervisor
Date: 04 Jan '26

Noted By:
Date:

1.4.2026
Ernesto P. Jimenez
Assistant General Manager

5TH AAA CHARITY GOLF TOURNAMENT
09 JANUARY 2026 (FRI)
LANGER COURSE

1 Scoring **System 36**
  Awards *Champion, 1st & 2nd Runner-Up*

2 Scoring **Stableford**
  Classification A, B, C & Ladies
  Awards *Champion & Runner-Up*

All players
Over-All Low Gross, Over-All Low Net

Lunch Buffet

with one round of Iced Tea

PHP 780.00

Essence of Celery Soup
Mixed Crispy Vegetable with
Ground Pork
Mixed Green Salad
Roasted Chicken with Mushroom
Sauce
Baby Back Ribs
Mashed Potato
Pasta ala Jillo
Plain Rice
Mixed Fresh Fruits

12/24/25 4:37PM