

# Golf Outing Event Planner

## Pinecrest / Sand Creek / Sage Lakes

1. Have a Small Committee

One person who takes entries, tracks teams, amount paid, phone, email, and other notes. (See [Sample Excel Document for format ideas](#)).

2. Number of Golfers Anticipated

3. Format for the Event

4. Time and method of Starting play

5. Registration of Participants on day of Event

Set up at least 1 1/2 hours early; Set up table; have alpha list for check in; hand out approved tee gifts if desired.

6. Golf Car Rentals

Everyone Riding? Starting Holes on Carts prior to tee off.

7. Golf Club Rentals

8. Special Contests on the Course

Closest to Pin, Long Drive, Short Drive, Best Chip, Long Putt made, men and women or both. Hole In One prizes and other Sponsored ideas; Roll a die for the Tee Shot, Number of Tee shots per person, etc. Keep in mind pace of play.

9. Golf Shop Gift Certificates

Consider for Winners and Last Place.

10. Tee Prizes

Gifts before they tee off. Make sure items are pre-approved.

11. Trophies

Individual trophies, Plaques, Framed Prints, etc.

12. Equipment Requests to be set up on the Course (tents, tables, chairs, Automobiles, Own Golf Carts, etc).

Make sure ANY items brought to the course by the Tournament Committee or their Approved Vendors get pre-approval before they bring to course. Ensure all Vendors are informed about pre-approval of ALL items before bringing out to course. It is

Highly recommended to have Vendors submit a listing of what they are requesting to bring to the facility for approval. It is also important to decide which vendor will be on which hole, etc. The golf facility will need to know which holes will be used so that any mowing can be done efficiently (so as to avoid conflicts with the Maintenance Staff such as a Vendor setting up on a teeing ground prior to it being mowed). Finally consider time frame for set-up Prior to and After the event and how to get items out to and back in from their assigned areas (use of carts, etc).

13. Scorecards

Decide whether the golf shop or the company will print the participants names on scorecards prior to the event.

14. Golf rules sheet information (See Sample)

A rules sheet is very important. It should list the general golf rules for your event along with a listing of all special events and which hole they are located on. It should also list the important course rules to help us keep our course in great condition.

15. Pace of Play

Pace of play requirement is 2 hours for nine holes and 4 hours for eighteen holes. Company should inquire at sign up each person's skill level so that no one group has all novices in the group. Try to ensure that each group has an experienced golfer who knows the generally accepted etiquette rules of golf. Also our liability policy does not allow children under the age of 8 who are not playing golf to be on the facility. Finally, it would be a good idea to have a company representative to help monitor pace of play.

16. Company Event Poster (See Sample)

This poster will list at the pertinent information for you to mail to your customers letting them know the date, any fees, etc. Include on this poster the amount of the entry fee, if any.

17. After event results and thank you (See Sample)

18. Announcements Prior to Play and during Awards (See Sample)

It is recommended to prepare a list of announcements for the tournament director to mention before play and during the awards ceremony. This list should include thanks to sponsors, volunteers, etc. and other important tournament reminders (special rules, when to start play) and where to turn scorecards in when the round is finished.

19. Clean up responsibilities

After event clean-up is a very important part of the event. Clean-up includes table

and chair put away, sponsor sign pick up, special event pickup, scoreboard removal, registration clean-up, and any litter not disposed of. We recommend that the company have a small committee to help in this area. If the company chooses not to help in the clean-up responsibilities, a fee (based on the number of entrants) will be charged.

## 20. Fees and Charges

This includes Green fees, Cart Fees, Gift Certificates, Food and Beverage (see below) and other Agreed upon Costs. We will need to know number of Participants no later than 7 days prior to event (we make tee times for our general play patrons three days in advance). With approval, we can save some additional times for late sign ups if needed. All fees must be paid in full at least 7 days in advance to the event. Rain out policy - Should the event be cancelled due to inclement weather all fees except food and beverage costs will be refunded unless a suitable date to reschedule to can be found. Due to the fact that food cannot be "saved", please read Food and Beverage Rain out policy below.

## 21. Food and Beverage Information

**NO OUTSIDE FOOD OR BEVERAGE OF ANY KIND** is allowed on the premises without PRIOR consent from cafe management. Any donated or purchased product from outside vendors must have our written permission before it's allowed to be carried on the premises.

### ALCOHOL

Per Idaho State Law, **no person or group may bring alcoholic beverages on golf course premises (ZERO TOLERANCE)**. All alcohol must be purchased from the state licensed Cafe. Any person(s) bringing any kind of alcohol will be asked to remove/dispose of such beverages immediately. If such person(s) refuse or fails to do so, he/she will be asked to leave the premises and the Police Department will deal with offenders. In accordance with Idaho State Law, staff will not sell or provide alcohol to anyone under the age of twenty-one (21). Furthermore, anyone in your party providing alcohol to any minors will be asked to leave. Cafe Staff reserves the right to refuse serving alcohol to any person who appears to be intoxicated.

### BEVERAGE CART

A beverage cart may be provided at no extra charge for events with a minimum number of participants, provided the beverage cart has sales of at least \$\_\_\_\_ per hour of operation. Management reserves the right to pull the beverage cart from the event if it doesn't meet the minimum sales requirements. Smaller groups may arrange for a beverage cart for an additional fee.

### GUARANTEED MINIMUM

Because your menu is specially prepared for your event, a guaranteed count of the number of guests eating is required at least seven (7) days in advance of your event date. This count is NOT subject to reduction! We will be prepared to serve five (5) percent over the guarantee and will charge for persons who eat that were not included in the guaranteed count.

## BILLING AND PAYMENT

Due to market fluctuations, prices are subject to change without notice. However, pricing will be guaranteed upon menu selection. An eighteen (18) percent service charge and six (6) percent Idaho sales tax will automatically be applied to your bill. You will be billed for the guaranteed count, any additional persons who eat, and additional charges you may incur. Payment is due upon completion of the event and prior to your departure. A five (5) percent interest charge will be added to the remaining balance for each additional thirty (30) days the balance remains unpaid. If the balance is not paid in full within three (3) months of your events date, legal action will be taken.

a) Any special orders (tee prizes, sponsor tee signs, banners, trophies, etc.) are non-refundable and require payment at time of order.

b) Rain out policy - should the event be cancelled due to inclement weather, all fees except for prepared food will either be credited (if another suitable date can be found) or refunded. Due to the fact that food cannot be "saved", we would recommend that the company have their luncheon. If holding the luncheon is not possible, the outing will be required to pay for the HARD COSTS (Food & Labor) of any prepared food items and the Concessionaire will waive their profit margin.

## DECORATIONS , DISPLAYS, TENTS, AND ALL OTHER EQUIPMENT & STRUCTURES

All indoor or outdoor decorations, banners, tents, automobiles, equipment & structures (any items being brought on the property) require line item approval by both Cafe and Golf Course Management. No nails, tacks, staples, or heavy adhesives may be used on the walls, ceilings, floors, or any other areas on the property. Event host(s) and associated staff are responsible for setup and removal of said items prior to departure.

## SETUP AND CLEANING

Event Host(s) and associated Staff are responsible for the outdoor setup prior to and cleanup at the conclusion of the event. After-event cleanup is a very important part of the event. Cleanup includes table and chair removal and storage, sponsor sign and tenting removal, special event pickup, scoreboard removal, registration cleanup, and removal of all associated trash and litter. We recommend that the Event have a small committee to help in this area. If the company chooses not to help in the cleanup responsibilities, a fee (based on the number of participants) will be charged.

## LIABILITY

Pinecrest, Sand Creek, and Sage Lakes Golf Course and Cafe Management reserve the right to control and monitor all private functions. Liability for any damage to the premises will be charged to the event Host(s). The person(s) in charge of the function are responsible for the conduct of all those in attendance. Pinecrest, Sand Creek, and Sage Lakes cafe management do not assume any responsibility for any damage or loss of any merchandise, decorations, or personal property left on the course prior to, during , and after the event.



## SAMPLE ANNOUNCEMENTS

### **BEFORE PLAYING GOLF:** (announcement made by Host Golf Professional)

1. Welcome to the 3rd Annual Bank of Commerce Company Scramble Golf Tournament
2. Like to thank President Tom Romrell of the Bank of Commerce  
Tournament Chairperson Jolene Romrell
3. We have a large field today for this shotgun so we ask that you play as quickly as you can - please do your best to keep up with the group ahead
4. We also ask For those who are riding in golf cars: Please keep our cars away from all trees and on the cart paths when provided. Cars need to be kept at least 20' away from all teeing grounds and putting greens. Finally, only TWO riders on our carts. Please do not ride more than two people at anytime
5. If the weather become inclement, we will sound a siren (2 long blasts). We ask that everyone STOP PLAY IMMEDIATELY and return to the clubhouse or seek shelter in the shelters on the course. We will sound a siren (1 long blast) to resume play.
6. Please remember to read your Rules Sheet. It has many important rules on how to play a scramble. It also includes some important rules to help keep our course in great condition and finally it has a list of all the special events for today.
7. If you have any questions on how to play today's format, or any other questions, please come see me before you head out to the course
8. At this time lets head out to your specific hole. We will not shoot a shotgun; so start play about one minute after you reach your hole assignment.
9. Thanks again for playing -- Have a great day here at PINECREST!

### **AT THE AWARDS CEREMONY:** (announcement made by Host Golf Professional)

1. Before we announce the winners for today's event, I would like to say thank you to several very important people:
  - a) The president of the Bank of Commerce - Tom Romrell
  - b) The tournament chairperson - Jolene Romrell
  - c) Like to thank our Golf Course Superintendent - Keith Pugmire
  - d) Like to thank my golf shop staff for all they do
  - e) Like to thank the restaurant staff for a wonderful luncheon
  - f) Finally I would like to thank all of you for your support of this great event!
2. I would like to turn the time over to Tom Romrell and Jolene Romrell to say a few words and to hand out the awards.
3. (After awards are announced - Host Golf Professional) Thank you again to the Bank of Commerce and to all the participants. We appreciate your support very much!

## SAMPLE RULES SHEET INFORMATION

### *Bank of Commerce Company Golf Tournament*

*Thanks to everyone for playing in our 3rd annual tournament!*

#### Rules Summary

##### **•Scramble Rules**

Today's event is called a scramble. A scramble (or best ball as it is sometimes erroneously referred to) is a fun event. Everyone will tee off each hole and will use the best tee shot. Everyone in each group will then hit from the best shot location. This procedure of using the best shot and having everyone hit from that location will be used the entire hole until the ball is holed. Use this format for the entire round of golf. Some special rules to remember during a scramble are:

1. Each team member may place the ball within one-club length of the selected shot, but no nearer to the hole. If the selected shot is played from a hazard, bunker, rough, second cut of rough, fairway, or fringe of the green, again the ball may be placed within one club-length of the selected shot, no nearer the hole, and must remain in the hazard, bunker, rough, second-cut of rough, fairway, or fringe of the green.
2. On the green, you may stand behind a teammate to help determine the line while he/she is putting.
3. You may improve your lie anywhere on the course by placing your ball with your hand or by using your club head.
4. When putting, once any ball is holed out, no further strokes count. Your team is cautioned not to make any "tap-ins until all members have had the opportunity to attempt the teams original putt. The original putt may be moved a maximum of two inches (2") from the original mark, no nearer the hole.
5. If your group is only a 3-some, your team will start out at 2 under par. You do not rotate hitting extra shots.

##### **Course Rules to remember**

Please help us to keep our course in the best condition possible. To this end, we ask you to do the following:

1. We allow only spineless type golf shoes. We do not allow any soccer or baseball type cleats.
2. For those who are riding in golf cars: Please keep our cars away from all trees and on the cart paths when provided. Cars need to be kept at least 20' away from all teeing grounds and putting greens. Finally, only TWO riders on our carts. Please do not ride more than two people at anytime.
3. If the weather become inclement, we will sound a siren (2 long blasts). We ask that everyone STOP PLAY IMMEDIATELY and return to the clubhouse or seek shelter in the shelters on the course. We will sound a siren (1 long blast) to resume play.
4. We do not allow anyone to bring alcoholic beverages onto the premises. The golf course state licensed concessionaire will provide & monitor all alcoholic beverages.
5. Please replace your divots and repair any ball marks on our putting greens.
6. Please play as quickly as possible. It should take no more than 2 hours to complete 9 holes, and 4 hours to complete the entire round. Thanks in advance for your cooperation.
7. We do require shirts and shoes at all times.

##### **•Special Events on the course today**

Hole #1 - Short drive for Everyone.

Hole #5 - Closest to Pin for Men only. Ball does not have to be on green to count.

Hole #8 - Long Drive for Women only. Ball must be in fairway to count.

*The First HOLE-IN-ONE wins a \$1500 Savings Bond from The Bank of Commerce.*

SAMPLE RESULTS AND THANK YOU NOTICE

June 15, 2002

The Hartwell Corporation  
Attn: Ms. Cindy Duckworth  
P.O. Box 23867  
Idaho Falls, ID 83405-23867

Dear Cindy,

On behalf of the Bank of Commerce, we would like to take this opportunity to say thank you to you and your staff (Jim, Paul, Amy, Gerry, Tom, Margaret, and Sue) for participating in our 3rd annual golf tournament. We hope you had a wonderful time and we look forward to your participation again next year. Enclosed on the next page are the official results of the event. Thanks again for your support not only of our tournament, but of our Bank as well.

Sincerely,

Tom Romrell  
President  
Bank of Commerce

*Bank of Commerce  
Company Golf Tournament  
Awards  
2002*

**TEAM RESULTS**

1st \$75 ea.	Joe Walrath-Cindy Jones-Paul Pugmire-Rube Reinke
2nd \$50 ea	Stephen Milam-Lynn Smith-Reid Smith-Gene Woodall
3rd \$30 ea	Andrew Black-Stephanie Hopkins-Elaine Thompson-Mike Wall
Last \$25 ea	Dennis Daw-Paul Daw-Lauren Daw-David Gronbeck

**SPECIAL EVENTS** (all winners receive a \$45. gift certificate)

Hole #1 - Short drive for Everyone - Lauren Daw

Hole #5 - Closest to Pin for Men only. Paul Pugmire

Hole #8 - Long Drive for Women only. Janeal Berrett

Hole #10 - Longest putt made for Everyone. Everett Nichols

Hole #14 - Closest to pin for Women only. Shelley Hess

Hole #16 - Long Drive for Men only. Travis Hess

Hole #18 - Longest putt made for Everyone. Derek Walquist