



THE CLUB AT MARIMACK

525 S. MARIMACK DR. | KEARNEY, MO 64060

WWW.CLUBATMARIMACK.COM

(816) 628-4800

EVENT

DATE

TIME

COURSE REP.

EMAIL

OFFICE

MOBILE

GUIDE TO HOSTING SPECIAL EVENTS

Thank you for your interest in our facility for your next event. We want to help make your next event successful and stress-free.

Our facility continues to grow and improve, and we want the opportunity to share it with you. Whether you are fundraising or just needing some company bonding, we are here to help make your event memorable.

For optimal success, it is best to allow at least 6 months of preparation for your event. Included you will find helpful information, tips and suggestions for hosting your next event along with contact information, pricing and more.



FORMAT SUGGESTIONS

- ◆ **Scramble-** Relax and enjoy yourself with this fun-filled format. Designed for all skill levels and engages team spirit and teamwork! Each player tees off; then the team chooses which shot is best for the next shot. Each player will play from that location. This format continues for each shot on every hole.
- ◆ **Individual Stroke-** Challenge your group to compete head-to-head in this tournament that allows each player to play their individual ball and obtain a gross score.
- ◆ **Best Ball-** Take some of the pressure off by allowing teams to play the Individual Stroke method but accelerate the pace by permitting players to pick up if experiencing a bad hole. Play is in teams of two or four with the best score per hole recorded.
- ◆ **"Double Par"-** 4-Person "Scramble". One player plays his/her own ball, while the other 3 scramble. Scores added together is total score for the team. Rotate each hole on which player plays individually.
- ◆ **Or bring your own ideas!** We're here to help if you need it.

SPECIAL GOLF EVENT PACKAGE INCLUDES

- ◆ Green fees & Cart Fees
- ◆ One range token per player
- ◆ A bottle of water for each player
- ◆ Personalized Scorecards & Cart Signage
- ◆ Hole Contest Proximity Markers
- ◆ Registration Table
- ◆ Post-round scoring
- ◆ Room for your post-round award presentations & dining



EVENT PRICING

MONDAY-THURSDAY

18 Holes

18-32 Players **\$28** per player

33-50 Players **\$26** per player

51-72 Players **\$24** per player

DEPOSIT TO RESERVE DATE:

Refundable up to 30 days prior to event date. Deposit applied to final invoice.

6 months in advance: \$100

5 months in advance: \$120

4 months in advance: \$140

3 months in advance: \$160

2 months in advance: \$180

1 month prior to event:

\$200 NON-REFUNDABLE

FRIDAY-SUNDAY

18 Holes

18-32 Players **\$30** per player

33-50 Players **\$28** per player

51-72 Players **\$26** per player

DEPOSIT TO RESERVE DATE:

Refundable up to 30 days prior to event date. Deposit applied to final invoice.

6 months in advance: \$120

5 months in advance: \$140

4 months in advance: \$160

3 months in advance: \$180

2 months in advance: \$200

1 month prior to event:

\$250 NON-REFUNDABLE

Checks made payable to: **The Club at MariMack**

FOOD & DRINK OPTIONS

FOOD

Have your event catered, delivered or bring in your own! Need local referrals for catering? No problem!

BEVERAGES

Water/Soda \$1.00 each

12oz Domestic Beer \$2.75 each

12oz Seltzers \$3.00 each

Bring your own \$2.00 per beer corking fee*

***Must be provided by authorized distributor.**



SIMPLE TOURNAMENT TIMELINE HELPFUL TIPS & SUGGESTIONS

6 MONTHS - 1 YEAR

- Contact & meet with your Golf Course Event Representative
- Select a Date (*having a backup date is always helpful*)
- What is the goal of your event?
- Determine your Budget
- Have a goal for the number of players you want
- Sign agreement & finalize deposit

6 MONTHS

- Discuss tournament format
- Discuss Food & Beverage options
- Plan special contests
- Organize the day's schedule
- Distribute promotional materials

3 - 4 MONTHS

- Finalize your schedule of events
- Purchase hole-in-one insurance if needed
- Continue to promote and sign players up for your event

1 - 2 MONTHS

- Finalize your event format
- Make initial pairings for your teams or hole assignments
- Review status of prizes & gifts
- Develop tournament rules sheets
- Order banners, tee signs, and other signage

1 - 4 WEEKS

- Finalize pairings & cart assignments
- Communicate numbers to your Course Event Representative
- Inventory all gifts & prizes
- Finalize gift bags or giveaways
- Get any items/signage to the course for set-up

Need more options or ideas for giveaways or hole prizes? We carry many items at the clubhouse, along with a complete catalog with an endless array of golf-related items for custom ordering.

Ready to discuss your event?

Mike Gonzales

Mike@ClubAtMariMack.com | (816) 628-4800

www.clubatmarimack.com



IN-DEPTH TOURNAMENT TIMELINE HELPFUL TIPS & SUGGESTIONS

6-12 MONTHS PRIOR

- Organize your committee and event timeline and task list.
- Determine a date.
- Set your objectives for funds to be raised and set your player costs and sponsorship packages.
- Build your list of potential players and sponsors.
- Decide on your event format such as Scramble, Individual, Best Ball. Stroke or Match Play?
- Finalize your event name and logo, update your event website
- Send a Save the Date e-mail to potential players and sponsors
- Schedule a committee meeting and publish dates for future meetings and review event timeline and task list
- Review your list of potential players and sponsors, add to the list
- Start your sponsorship sales

5 MONTHS PRIOR

- Hold a committee meeting and update sponsor sales status
- Start identifying potential players, keep a list to review with your committee meeting
- Promote your event website on social media (Facebook, Twitter, etc.)
- Second e-mail to potential players and sponsors with link to your event website.

4 MONTHS PRIOR

- Hold a committee meeting and review sponsor sales and player list on the event timeline and task list.
- Review Contests and Events to help to attract players and add them as sponsorships. Contest ideas: Hole in One, Putting, Closest to the Pin, Longest Putt, Pond Chip and more.
- Assign a volunteer coordinator to identify event day volunteers.
- Review your Goody Bag and Player Gift ideas. Our Clubhouse offers ideas for both goody bag items and player gifts.

3 MONTHS PRIOR

- Hold a committee meeting and review revenue versus your projections
- Write a Press Release for your event and distribute to local media outlets
- Post updates on social media. Continue your sponsorship sales.
- Ask for referrals from anyone who has already signed up for your event
- Review your website to be sure all sponsor logos are current.
- Establish date for your event the following year so you can promote at this event.



2 MONTHS PRIOR

- Hold a committee meeting and focus on revenue, ways to increase sponsorship sales and attract more players
- Review Volunteer list and assignments
- Solicit items for your raffle and auction
- Start your production list for hole sponsor signs, pin flags, contests, and banners.
- Locate a photographer for event day photos.
- Order your player gift and goody bags items.
- Decide on prizes for the winning teams.
- Review your website to be sure all sponsor logos are current.

4 - 6 WEEKS PRIOR

- Hold a committee meeting and focus on selling out your event and review event timeline and task list.
- Schedule a meeting with your golf course representative to review the event-day agenda assignments, menu, and their event day responsibilities.
- Identify an event emcee for the awards ceremony. Lay out your event day program if you plan to have one.
- Order your signs and banners. You can add last-minute sponsors later but get the first group ordered to avoid delays.
- Order all your event day contests.
- Send a referral request to anyone signed up asking for name of potential players and sponsors
- Confirm your player count with the golf course representative.
- Order sponsor "Thank You" Plaques and Team Prizes.
- Continue to solicit raffle and auction items.
- Outline volunteer assignments, locate your best volunteers at the event registration.
- Order volunteer shirts for easy identification on the day of your event.

3 WEEKS PRIOR

- Hold a committee meeting and focus on revenue, ways to increase sponsorship sales and attract more players
- Review Volunteer list and assignments
- Solicit items for your raffle and auction
- Start your production list for hole sponsor signs, pin flags, contests, and banners.
- Locate a photographer for event day photos.
- Order your player gift and goody bags items.
- Decide on prizes for the winning teams.
- Review your website to be sure all sponsor logos are current.

2 WEEKS PRIOR

- Arrange for credit card processing the day of the event to handle last-minute payments. Laminated Venmo cards are a great way to drive revenue.
- Follow up with any sponsors or players who still need to pay.



1 WEEK PRIOR

- Send a reminder to all participants. Advise to check the website or social media for updates in case of weather related or other unforeseen issues.
- Review Volunteer assignments. Be sure Volunteers are scheduled at your event at least one hour before event registration opens for training.
- Have your credit card processing/Venmo Cards ready for the event to handle last-minute payments.
- Confirm all signs and banners, player gifts and goody bags are on schedule for delivery.
- Prepare auction bid sheets

2 DAYS PRIOR

- Confirm all signs and banners, player gifts and goody bags have been delivered
- Prepare a list of all unpaid players and sponsors to collect on the day of your event
- Prepare hole assignments for teams with team member names and provide to the course
- Prepare list of players by last name, team and company for registration.

DAY OF EVENT

- Arrive 2-3 hours before tee-off to set up signs, banners and registration area
- Set up your Silent Auction if you are having one
- Place player gifts on carts
- Set up goody bags and registration materials at registration table
- Train volunteers and send to their assigned locations
- Be sure measuring and tracking devices are in place for closes to the pin, long contests
- Prepare for your pre-event putting contest
- Showcase team prizes
- Work with your golf course representative on cart staging and timing for tee-off.
- Offer “Early-Bird” discount for anyone who signs up today for next year’s event.

POST EVENT

- Review all costs including final bill from the golf course
- Send “Thank You” e-mail to all players, sponsors, and volunteers – include date for next year!
- Deliver sponsor thank-you gifts to sponsors who did not attend.
- Hold a final committee meeting to review the events list areas of improvement for next year
- Send thank-you gift to the golf course staff.
- Do a post-event survey to everyone for feedback.
- Summarize financial results.
- Set up your Event website for next year, post pictures from this year!

Need more options or ideas for giveaways or hole prizes? We carry many items at the clubhouse, along with a complete catalog with an endless array of golf-related items for custom ordering.

Ready to discuss your event?

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REPRESENTATIVE	EMAIL
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OFFICE	MOBILE
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EVENT

DATE	TIME
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FORMAT	PLAYERS PER TEAM
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\$ BUDGET	\$ GOAL
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# TEAMS	PLAYERS	SPONSORS	VOLUNTEERS
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VOLUNTEERS

CONTACT



THE CLUB AT MARIMACK

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FOOD/SNACKS

BEVERAGES

EVENT GIFTS/GOODIES

EVENT PRIZES