

After Event Memo

To: Tracey Crawford

From: Megan O'Brien

Event Name: **Buffalo Grove Golf Classic**

Event Date: May 15, 2019

Event History: The Buffalo Grove Golf Classic is a collaborative fundraiser between SLSF and the Rotary Club of Buffalo Grove which began in 1993 to build awareness of SLSF in the northern portion of the NWSRA service area. The event was spearheaded by then NWSRA executive director, Kevin Kendrigan and then Buffalo Grove executive director, Mike Rylko. Disbursement formula: First \$10,000 of profit to SLSF, next \$5,000 profit to Rotary Club of BG, then split the remaining profit 50/50 between SLSF and Rotary Club of BG.

of years event held: 26 years

Event Explanation: The Buffalo Grove Golf Classic is a golf outing for a maximum of 144 golfers which is held at the Arboretum Club in Buffalo Grove. This event features:

- Ball drop, with all those proceeds going to the Rotary Club of BG. The rotary club is in charge of selling the balls and providing the fire truck for day of the event.
- Putting contest – all golfers are allowed to participate and receive one ball for 3 tries. They are able to purchase another ball for \$5.00 and allowed 3 more tries.
- Passports – are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle and 3 mulligans.
- Box lunch served, 18 holes of golf, followed by a buffet dinner with raffles and silent auction items.
- Live Auction – Who wants to ride in the basket of the Hook and Ladder Truck? Individuals bid live auction style with the winning bidder riding in the basket or bidding to have someone else go in the bucket and dropping the balls for the Ball Drop Contest. All proceeds from this auction will go to the Rotary Club of BG. This year the hook and ladder was working and Pete Panayiotou, Dennis Depcik and Cathy Splett went up in the ladder to drop the golf balls.

Event Preparation: Each year the outing is held the 3rd Wednesday of May. SLSF contacts the Arboretum in October to set the date and sign the food contract with the vendor. Meetings with the committee begin in January after talking with the Rotary Club representatives. The committee meetings are held on Thursday prior to the Rotary Club of BG weekly meetings. This committee meets four times prior to the outing. SLSF is in contact with the golf committee leaders on a weekly basis. Letters to sponsors are sent in February and flyers and prize letters are mailed in March. SLSF works with Rotarians to secure a car for the hole in one contest. The majority of the prizes are secured by the Rotary Club of BG.

Committee Names:

Steve Balinski	Tom Kloepfer	Rob Seitz
Shawn Collins	Carmen Molinaro	
Dennis Depcik	Ryan Risinger	
Adriane Johnson	Mike Rylko	

Gimmick Hole explanation:

- Split the Pot- Passport holders are entered, all other golfers may enter for \$10.00.
 - A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by Miller Coors)
 - During dinner after the outing, 2 tickets are drawn. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.
- Putting Contest Winner – Receives a foursome at the Arboretum Club.
- Low Gross Team – Winners each receive a box of balls.
- Most Accurate Drive – All golfers entered at no cost. Winner receives a box of balls.
- Closest to the Pin – Only Passport holders are eligible. Winner receives a foursome at Old Orchard Country Club.
- Double your Chances at the prize table – Passport holders are entered, all other golfers may enter for \$20.
- Hole in One – Only passport holders are entered.
- Beat the Pro – Passport holders are entered, all other golfers may enter for \$10.00
- Hole in One – Passport holders are entered, all other golfers may enter for \$5 to win a complete set of Taylor Made golf clubs.
- Longest Drive – All golfers are entered at no cost. Winner receives a box of balls.
- Gilbert's Gamble - Passport holders are entered in this contest, all other golfers may enter for \$5 to win a foursome of golf at Schaumburg Golf Club.
 - At Registration, Passport holders will receive five cards
 - Passport holders may trade two cards to the volunteer at the Poker Run hole at no charge to get a better hand.
 - Those without a Passport may pay \$5 to get five cards and trade in two cards at no charge.
 - Golfers may trade for new cards by paying \$1 for each additional card traded.
 - At the end of the outing, golfers will turn in their cards to Tracey and the best hand will win a foursome at Schaumburg Golf Club

Actual day of explanation:

- 8:00 a.m. Set up registration area – registration, passports, mulligans, lunch tickets, drink tickets, and tee gifts.
Make sure hole sponsor signs, pin flags & contests are set up on course.
Brief volunteers on their duties.
Make sure course has iced down beer and pop.
Make sure course has hung banners.
Put contest sheets on all carts, along with a bottle of water if it's hot.
Rotary Club sets up Ball Drop area.
Set up dinner raffle table. Put 4 prize lists on each table.
SLSF will talk to food vendor to finalize lunch and dinner.
Make sure lunch station is set up with food and product.
- 9:30 a.m. Player check in, putting contest and lunch is served.

- Bag check – Golf Course workers.
- 10:00– 11:00 a.m. Cart Check – Walk cart to cart with additional lunches.
- 10:30 a.m. Volunteers leave for contest holes/runners, etc.
- 10:45 a.m. Ball Drop – Fire truck arrives and parks in the far east parking lot. The golf pro has the bucket of # balls and gives them to the fireman to drop.
In 2019, SLSF presents CDE Collision Center with their award due to being unable to stay for dinner.
- 10:50 a.m. Announcements – Course
- 11:00 a.m. Player shot gun start.
Clean up registration area.
The Superintendent of Communications & IT and Graphics Coordinator takes pictures of foursomes, then SOC gets pictures developed. Brings them back to the banquet room for SLSF staff to assemble in the photo sleeves.
- 11:00 a.m.– 4:00 p.m. Volunteers who didn't already do so, eat lunch.
After eating, check on volunteers to make certain gimmick holes are being run correctly.
SLSF to visit with players on course, set up for dinner and raffle table.
- 4:00 – 4:30 p.m. Players off course.
Course workers pick up hole sponsor signs and product bins.
Volunteers to make sure all hole sponsor signs are accounted for and put on bus. SLSF to take back any unopened soda, water and beer.
- 4:30 – 6:00 p.m. Awards, presentation, raffle, dinner buffet
- 6:00-8:00 p.m. Clean up, load vehicles, bring back to storage and unload
If Pinflags and sponsor signs weren't picked up that day, SLSF staff to go to the course the next day to pick them up.

Evaluation responses: The evaluation meeting will be set for June/July 2019.

Target Numbers:

	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$29,700	\$30,889	\$29,720	\$36,065	\$32,950	\$35,611
Expenses	\$7,350	\$5,320.62	\$5,870	\$7,394.90	\$6,535	\$6,803.02
Net Revenue	\$22,350	\$25,568.38	\$23,850	\$28,670.10	\$26,415	\$28,807.98
Net Revenue- after payout	\$13,675	\$15,014.19	\$14,425	\$16,815.05	\$15,707.50	\$16,903.99
Registrations	116	99	80	111	90	99
Sponsorships	\$5,000	\$11,050	\$10,300	\$14,050	\$12,000	\$16,550
Business Hole & Hole Sponsors	\$3,000	\$2,650	\$2,650	\$2,600	\$2,600	\$3,050
Passports	\$4,500	\$3,000	\$3,100	\$3,750	\$3,000	\$3,500
SLSF average cost/person (total expenses/attendance)	\$63.36	\$53.74	\$73.36	\$66.62	\$72.61	\$68.72

Summary: The Buffalo Grove Golf Classic is a collaborative event between SLSF and the Rotary Club of Buffalo Grove. Through this relationship, SLSF has received numerous donations and sponsors for additional SLSF events from the Rotary members through continued relationship building.

The expenses were higher than budgeted because the lunch and dinner price went up \$1 per person. The event went very well and we had wonderful weather. We saw an increase in sponsorship due to the Rotary Club's dedication to getting members to support the outing. We had more golfers attend than we had budgeted. Even though the expenses were over budget, the event exceeded expectations by grossing just over \$35,600.

The committee was extremely happy with the outing and are hopeful that it will continue for years to come.

After Event Memo

To: Tracey

From: Megan O'Brien

Event Name: **Palatine Hills Golf Outing**

Event Date: June 6, 2019

Event History: The Palatine Hills Golf Outing was started in 1985 by Kevin Kendrigan when Special Olympics was housed and run in the NWSRA office to support Special Olympics activities. In 2011, Special Olympics made the decision to move their offices to Lincolnshire and perform their own fundraising activities. Since 2012, monies raised are restricted towards NWSRA Lightning Athletes.

of years event held: 34 years

Event Explanation: The Palatine Hills Golf Classic is a golf outing for a maximum of 128 golfers which is held at the Palatine Hills Golf Course. This event features:

- Continental breakfast served in the club house.
- Putting Contest for Passport Holders only. Golfers can pay \$5.00 for additional putts.
- Passports are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests, dinner hour raffle and 2 mulligans.
- Lunch is served on the course at 3 different holes until 1:00 p.m. Lunch consists of hotdogs and chips.
- 18 holes of golf are followed by dinner and a raffle at Tap House Grill in Palatine due to there being no banquet facility at the course.

Event Preparation: Each year the outing is held the 1st Thursday of June. A facility request is sent to the Palatine Hills Golf Course in October of the previous year. In January, SLSF contacts Tap House Grill to book the dinner venue. Committee meetings start in March of the event year. The committee meetings are held on Tuesdays at 4:00 p.m. at Park Central in March and April. Letters to sponsors and prize donors are sent in March and event flyers are sent in April. In April, SLSF contacts the Palatine Hills Golf Course food vendor Open Kitchens, regarding ordering the donuts and hotdogs for the day of the event.

Committee Names:

Bob Calzaretta	Jim Houser, Jr.	John Calzaretta
Steve McVoy	Tom Houser	Anthony Gattuso
John Terrelli	Lynn Crawford	
Dan Hotchkin	Jim Houser, Sr.	

Gimmick Hole explanation:

- Split the Pot – Passport holders are entered, all other golfers may enter for \$10.00
 - A volunteer writes the golfer's name on a raffle ticket and places it in the golf bag (donated by MillerCoors).
 - During the dinner after the outing, 2 tickets are drawn. 1st ticket pulled wins half of the day's pot and the 2nd ticket pulled wins the golf bag.

- Putting Contest -Winner receives a foursome at Makray Memorial Golf Club. Passport holders only, golfers are able to purchase additional putts for \$5.00.
- Closest to the Pin – All golfers are entered at no additional cost. Winner receives a box of balls.
- Most Accurate Drive – All golfers are entered at no additional cost. Winner receives a box of balls.
- Longest Putt – Passport holders only. Winner receives a foursome at Bridges of Popular Creek.
- Pick Your Favorite Pin Placement – Contest improves golfer’s score, no prize awarded.
- Longest Drive – All golfers entered at no additional cost. Winner receives a box of balls.
- Wager Hole – Passport holders are entered at the \$10.00 amount. All other golfers may wager \$2-\$10.
- Double your Chances at the Prize Table – Passport holders are entered, all other golfers may enter for \$20.

Actual day of explanation:

- 7:30 a.m. Set up registration area – registration, passports, mulligans, lunch tickets, drink tickets, and tee gifts - MO
 Make sure hole sponsor signs, pin flags & contests are set up on course – MO/CS/NS
 Brief volunteers on their duties – NS
 Make sure course has iced down beer and pop – MO
 Hang banners – BS
 Put contest sheets on all carts – Volunteers
 Touch base with food vendor regarding breakfast and lunch – NS
 Make sure grills and lunch are set up and ready for volunteers – NS
- 8:30 a.m. Player check in, putting contest and breakfast is served
 Bag check – SLSF volunteers assist with bags
- 9:00 a.m. Cart Check –Put water bottles in carts if necessary
 Volunteers leave for contest holes/runners, etc.
- 9:20 a.m. Announcements – Course
- 9:30 a.m. Player shot gun
 Clean up registration area – MO/CS/NS
 Brian and GC to take pictures
- 9:45 a.m. – 3:30 p.m. After eating, check on volunteers to make certain gimmick holes are being run correctly.

SLSF to visit with players and volunteers on course, set up for dinner, raffle table, place photos in photo sleeves
 Brian to develop photos

1:00 p.m. Cathy & Nanette leave to set up dinner at Tap House Grill with bus.

1:30 p.m. Arrive with bus at Tap House Grill with all the raffle prizes. Once completed, Nanette drives back to Palatine Hills Golf Course to help with clean up and loading of equipment.

2:30 p.m. Nanette leaves for Tap House Grill

3:00- 4:00 p.m. Players off course
 Course workers pick up contest hole volunteers, hole sponsor signs and product bins. Volunteers to make sure all hole sponsor signs are accounted for and put on bus. Volunteers to clean all product and bins prior to putting on bus. Megan to bring the bus to Tap House after the course is cleaned up.

3:30 – 6:00 p.m. Awards, presentation, raffle, dinner

6:00-8:00 p.m. Clean up, load vehicles, bring back to storage and unload

Evaluation responses: The committee preferred to have the evaluation process take place through emails. A survey was sent to all committee members. Seven surveys were sent and we received...

Target Numbers:

	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$28,300	\$25,778	\$27,289	\$26,750	\$26,000	\$13,755.00
Expenses	\$7,280	\$5,901.92	\$6,434	\$5,359.83	\$6,250	\$2,175.75
Net Revenue	\$21,020	\$19,876.08	\$20,855	\$21,390.17	\$19,750	\$11,579.25
Registrations	110	99	102	102	93	69
Sponsorships	\$5,000	\$4,000	\$4,000	\$4,000	\$4,000	\$2,000
Business Hole & Hole Sponsors	\$950	\$1,275	\$1,275	\$1,450	\$1,350	\$500
Passports	\$4,600	\$4,150	\$4,750	\$4,250	\$4,659	\$700
SLSF average cost/person (total expenses/attendance)	\$66.18	\$59.62	\$63.08	\$52.55	\$67.20	\$31.53

Summary:

The Palatine Hills Golf Classic is a restricted event that benefits NWSRA Lightning Athletes. Many of the annual golfers are families and friends of the athletes, as well as the athletes themselves. It acts not simply as a fundraising event, but also as a public relations opportunity that highlights the ability of typically developing individuals and those who have special needs to participate in an outing together.

The day of the event was a little different this year. Due to the amount of rain we received a the days prior to the outing the course became unplayable. With few playable holes, the course advised to cancel the golf portion of the event. SLSF called each golfer and let them know that there would not be a golf portion but there would be dinner and raffles at Tap House. To accommodate the cancellation Palatine Park District generously offered to provide vouchers to golfers who paid, came to Tap House for dinner and did not request a refund. Golfers who purchased a passport were given tickets for the dinner raffle.

Dinner at Tap House Grill was well received. The athletes helped sell raffle tickets, pick out the winners for the Split the Pot and the raffle prizes. The winner of the Split the Pot money generously donated the entire \$170 back to SLSF.

Those who attended the dinner were gracious and happy to support SLSF. The event didn't make budget, but was successful given the situation.