

Date: July 15, 2022

To: Tracey Crawford

From: Megan O'Brien

Event: ***Palatine Hills Golf Outing***

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**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:** 37 years

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

- Continental breakfast served in the clubhouse.
- Passports are available for purchase for \$50.00 prior to tee off. The passport enters the golfer into all course contests 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 large enough banquet facility at the course to accommodate all attendees.

**Event Preparation:** Each year the outing is held the 1<sup>st</sup> 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. on Zoom in April. Letters to sponsors and prize donors are sent in March and event flyers are sent in April. In May, 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:**

Jeff Beyda	Andy Carponelli
Jane Carponelli	Jim Houser, Jr.

**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 MolsonCoors).
  - During the dinner after the outing, 2 tickets are drawn. 1<sup>st</sup> ticket pulled wins half of the day's pot and the 2<sup>nd</sup> ticket pulled wins the golf bag.

High Low – Passport holders are entered in this contest, all other golfers may enter for \$5.

- At the hole each golfer who has a Passport or pays \$5 will get 1 card
- The volunteer will deal themselves a card and the golfers will guess if their card is higher or lower.

- If the golfer guesses correctly they will receive 5 raffle tickets. If they guess incorrectly they will not receive any tickets
- Hole – In – One – Passport holders are entered in this contest, all other golfers may enter for \$10.
  - First drive only, no mulligans. Only 1 prize awarded per day.
  - Win a \$5,000 Vacation voucher from Dream Vacations
- Poker Run – Passport holders are entered in this contest, all other golfers may enter for \$5.
  - At Registration, Passport holders will receive five cards.
  - Passport holders may trade two cards to the volunteer 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 an SLSF Team member and the best hand will win a foursome at Schaumburg Golf Club and Academy
- Blackjack - Passport holders are entered in this contest, all other golfers may enter for \$5.
  - At the hole each golfer who has a passport or pays \$5 will receive 2 cards face up.
  - The volunteer will deal themselves one card face up and one card faced down.
  - Each golfer will either hit (ask for another card) or stand (stay with their current cards) depending on their card score.
  - If the golfers score is under 21 and the dealer goes over 21 the golfers win and receive 5 raffle tickets.
  - If the golfers score is over 21 and the dealer goes under 21 the dealer wins and the golfers receive nothing.
- 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 Old Orchard Country Club.
- Longest Drive – All golfers entered at no additional cost. Winner receives a box of balls.
- Double your Chances at the Raffle Table – Passport holders are entered, all other golfers may enter for \$20.
- Closest to the Pin – Passport holders only. Winner receives a box of balls.

**Actual day of explanation:**

6:30 a.m. Get bus from bus lot – MO

7:00 a.m. Set up registration area – registration, passports, mulligans, lunch tickets, drink tickets, and tee gift - MO

Make certain hole signs are on the course and cart signs are on the carts - MO

Place contest sheets and golf etiquette sheets in each cart - Volunteers

Hang banners – Volunteers and TD

7:30 a.m. Everything is ready with the grills and the Palatine Hills Golf Association volunteers - MO

Check on ice and ensure beverage buckets are at the correct holes – MO

Touch base with Pedro about breakfast and lunch - MO

Make sure there are tables and chairs at the volunteer holes - MO  
Layout volunteer clipboards and backpacks – AK  
Put the golf bag with the split the pot equipment – AK  
Put the moneybags in each of the backpacks - AK

8:00 a.m. Volunteer Check – In – AK  
Business Hole Check – In – MO/AG

8:30 a.m. Player check in, putting contest and breakfast  
Bag Drop – Volunteers

9:10 a.m. Volunteers leave for contest holes/runners, etc. – MO/AK  
Make sure volunteers all have keys and a cart. – AK/Course  
Make sure there is a ranger to she volunteers how to get to their holes. - MO

9:20 a.m. Announcements - Course

9:30 a.m. Play shot gun  
Clean up registration area – AK/ MO

9:45 a.m. Tom and Erika to take pictures and take videos of friends of Kevin

10 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.  
Tom/Erika to develop photos and then head to Tap House around 2:00 p.m. to put photos in sleeves.

1:30 p.m. AK/JV leave to set up dinner at Tap House Grill in their cars.  
Raffle Table – there are multiple prizes that are listed on the prize sheet that have multiples please separate on the prize table they should be given out individually or put with something (socks with a gift card or pasta and a gift card, etc.)

- Maggiano's, Discount Muffler, Fun Pasta, Fun Socks, Stoj cups, Brandt's, Bowling/Bocce, Garibaldi's, Exercise classes, Brunch, Under Armour water bottles, wine bracelets

TD to meet AK/JV at Tap House after developing photos.

1:45 p.m. Arrive at Tap House Grill with raffle prizes, we will be set up in the back half of the main room.  
– JV/AK  
Banquet Room in the back can be used to store our things.  
Make sure to get a high top table and microphone for speaking  
Raffle table set up under kitchen windows  
Prize sheets and Top Golf coupons on tables  
H&R Block table tents on each table  
Place photos in photo sleeve and lay photos on big circle table near fire door

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

4:00 – 5:30 p.m. Awards, program raffle and dinner.  
 Kevin’s Club – Thomas Hilgardner

5:30 - 7:00 p.m. Clean up, load bus, bring back to storage and unload. – AK/MO

**Evaluation responses:** The committee has been sent an evaluation email and we are awaiting their response.

**Target Numbers:**

	COVID 2020		2021		2022	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>Gross Revenue</b>	\$25,090	\$15,802	\$16,650	\$33,275.58	\$27,870	\$25,010.32
<b>Expenses</b>	\$6,525	\$2,213.79	\$3,550	\$7,874.32*	\$7,450	\$7,558.19
<b>Net Revenue</b>	\$18,565	\$13,588.21	\$13,100	\$25,401.26	\$20,420	\$17,452.13
<b>Registrations (includes sponsored golfers)</b>	93	62	55	126	92	93
<b>Sponsorships</b>	\$4,000	\$3,500	\$3,500	\$8,250	\$8,250	\$7,500
<b>Business Hole &amp; Hole Sponsors</b>	\$1,000	\$1,050	\$1,000	\$2,000	\$1,650	\$1,150
<b>Passports</b>	\$4,200	\$2,750	\$3,000	\$4,750	\$3,000	\$3,300
<b>SLSF average cost/person (total expenses/attendance)</b>	\$70.16	\$35.71	\$64.55	\$62.49	\$80.98	\$81.27

\* Expenses were higher than anticipated due to an increase in the number of golfers, as well as purchasing pin flags for the presenting sponsor.

**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.

JMM CPA returned as the presenting sponsor for \$5,000 this year. Prior to 2021, the outing has not had a presenting sponsor since 2012. Pin Flags were placed out on the course and a beer carrier with 6 craft beers was given to JMM for James.

SLSF was excited to get back out on the course with a shotgun start, shared golf carts, hot dogs grilled on the course and dinner at Tap House Grill. The weather was perfect with sunshine and blue skies! Registration and bag drop were seamless. All golfers received a deck of cards, golf tees and a bundtini

from Nothing Bundt Cakes. In the morning, golfers were treated to a continental breakfast in the clubhouse. This year the outing had 85 paid golfers. SLSF had many new attendees and sponsors join the outing through local businesses and community members.

Dinner at Tap House Grill was well received. The NWSRA athletes helped pick the winner for the Split the Pot who generously donated the entire \$465 back to SLSF. JMM CPA donated cups of candy and goodies to each golfer. The committee and golfers commented on what a wonderful outing it was and they cannot wait until next year.