

After Event Memo

To: Tracey

From: Cathy Splett

Event Name: **Buffalo Grove Golf Classic**

Event Date: 5.18.2016

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: 23 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 2 mulligans.
- Box lunch served, 18 holes of golf, followed by a buffet dinner with raffles and silent auction items.

Event Preparation: Each year the outing is held the 3rd Wednesday of May. SLSF contacts Arboretum in October to set the date and sign the food contract with 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 and prize donations are sent in February and flyers 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	Adriane Johnson	Shawn Collins
Ryan Risinger	Dennis Depcik	
Carmen Molinaro	Rob Seitz	
Tom Kloepfer	Dan Schimmel	

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 the Buffalo Grove Golf Course.
- 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
- Longest Drive – All golfers are entered at no cost. Winner receives a box of balls.
- Wager Hole – Passport holders are entered into the Wager Hole at the \$10.00 amount. All other golfers may wager \$2 to \$10.00

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.
Rotary Club sets up Ball Drop area.
Set up dinner raffle table. Put 3 prize lists on each table.
SLSF 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. Put water bottles in carts if necessary.
- 10:15 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.
- 10:50 a.m. Announcements – Course
- 11:00 a.m. Player shot gun start.
Clean up registration area.

An NWSRA staff takes pictures then has pictures developed. Brings them back to the banquet room for volunteers 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 speech, raffle table, place photos in photo sleeves.

4:00 – 4:30 p.m. Players off course. Course workers pick up contest hole volunteers, hole sponsor signs and product bins. Volunteer 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.

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

Evaluation responses: The evaluations will be sent out 5.26.2016

Target Numbers:

	2014		2015		2016	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$28,000	\$34,170	\$30,250	\$33,115	\$30,250	\$32,247
Expenses	\$7,000	\$6,349.14	\$6,650	\$6,405.06	\$6,780	\$ 6,068.51
Net Revenue	\$21,000	\$27,820.86	\$23,600	\$26,709.94	\$23,470	\$26,181.49
Net Revenue-after payout	\$13,000	\$16,397.93	\$14,390	\$15,854.97	\$14,235	\$15,590.75
Registrations	112	128	128	139	110	126
Sponsorships	\$3,500	\$5,275	\$5,000	\$6,225	\$5,000	\$5,725
Business Hole & Hole Sponsors	\$2,700	\$4,225	\$3,000	\$3,600	\$3,000	\$3,100
Passports	\$4,500	\$4,900	\$4,900	\$5,300	\$4,900	\$4,500
SLSF average cost/person (total expenses/attendance)	\$62.50	\$49.60	\$51.95	\$46.08	\$61.64	\$48.14

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.

In 2016, the committee raised the price of the outing from \$125 to \$135 per golfer. The day of the event was beautiful. The staff at the course had everything situated and ready to go when we arrived at 7:30 a.m. The NWSRA and SLSF staff wore the Snoezelen buttons that started many great conversations regarding the need for a sensory room and the population served by NWSRA. 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: Cathy Splett

Event Name: **Palatine Hills Golf Outing**

Event Date: 6.2.2016

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: 31 years

Event Explanation: The Palatine Hills Golf Classic is a golf outing for a maximum of 144 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.
- 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 locations until 1:00 p.m. Lunch consists of hotdogs and chips.
- 18 holes of golf are followed by the dinner and raffle at a different location due to 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 for the following year. In January, SLSF begins to investigate venues for hosting the dinner. Meetings with the committee begin in February. The committee meetings are held on Tuesday's at 4:00 p.m. at Park Central and meet in February, March and April. Letters to sponsors and prize donors are sent in February and flyers 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 Miller Coors).
 - During the dinner after the outing, 2 tickets will be drawn. 1st ticket pulled wins half of the day's pot and 2nd ticket pulled wins the golf bag.

- Putting Contest – Passport holders only. Winner receives a foursome at Makray Golf. New in 2016, golfers were able to purchase additional chances 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 twosome at Bridges of Popular Creek.
- Pick Your Favorite Pin Placement – Contest just improves golfer's score.
- 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
 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
 Hang banners
 Put contest sheets on all carts
 Touch base with food vendor regarding breakfast and lunch
 Make sure grills and lunch set up are ready for volunteers
- 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
 Brian takes pictures
- 9:45 a.m. – 3:30 p.m. Check on volunteers to make certain gimmick holes are being run correctly.

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

1:30 p.m. Cathy and volunteer leave to set up dinner at the restaurant/banquet venue
Barb arrives with bus at dinner location with all the raffle prizes. Once completed, Barb drives to Palatine Hills Golf Course to help with clean up and loading of equipment. Then bring bus back to NWSRA.

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.

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 prefers to have the evaluation process to take place through emails. Below is a summary of their thoughts:

- One agenda item for our first meeting next year would be Gary Erickson's idea about golfers soliciting sponsors willing to commit to making a contribution to them (maybe a dollar amount based on how many under par their team finishes). His experience was that colleagues at his office opted to give a dollar amount instead, and he brought in \$1,000 himself. I personally would find it somewhat awkward, but I know a lot of offices are always doing these type of things, like Girl Scout cookies, etc. and maybe we provide an appropriate incentive such as a twosome at Makray for the top solicitor?
- SLSF did an outstanding job once again! Don't change a thing.
- Happy to see the food servers wearing gloves. Excellent outing.
- Food was delicious. Love the venue at Tap House.

Target Numbers:

	2014		2015		2016	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$27,000	\$28,977	\$27,025	\$30,525	\$29,450	\$28,670
Expenses	\$5,820	\$5,908.59	\$5,555	\$6,983.86*	\$6,685	\$6,058.74
Net Revenue	\$21,180	\$23,068.41	\$21,470	\$23,696.14	\$22,765	\$22,611.26
Registrations	112	126	120	125	125	119
Sponsorships	\$3,000	\$3,500	\$3,500	\$5,000	\$4,250	\$5,000
Business Hole & Hole Sponsors	\$1,000	\$825	\$825	\$1,075	\$950	\$825
Passports	\$5,550	\$5,700	\$5,550	\$5,050	\$5,550	\$4,600
SLSF average cost/person (total expenses/attendance)	\$51.96	\$46.89	\$46.29	\$55.87	\$53.48	\$50.91

Summary:

*This committee wanted a nicer tee gift than was budgeted. They decided to raise the price of golf from \$125 to \$130 which would enable SLSF to spend \$10/person on a tee gift. Also, the dinner cost was \$700 higher than budgeted due to the new location of dinner and the majority of the golfers attending.

The Palatine Hills Golf Classic is a restricted event that benefits the NWSRA Lightning Athletes. Many of the golfers are families and friends of the athletes, as well as the athletes themselves. It is a wonderful community event that includes individuals with disabilities and normal functioning individuals.

This year saw a decrease in the number of golfers due to Memorial Day falling on the same week of the outing. Also, a large group of UPS employees were unable to attend this year due to a mandatory implementation day for employees. For the past few years, UPS has sent 6 foursomes, while this year only 6 golfers attended.

The day of the event was absolutely beautiful. Registration and bag drop went seamlessly well. Golfers had a great time on the course eating their hot dogs and enjoying their golf game. Dinner at Tap House Grill was great. SLSF decided to keep the program short and sweet. The microphone worked much better this year so everyone was able to hear when their name was called for the raffle. A few NWSRA Lightning Athletes assisted with handing out the prizes which caused a bit of confusion, but as soon as they were paired with an NWSRA staff member the process improved and moved along nicely. Next year, SLSF will not use the athletes to hand out the raffle prizes due to the large scale of the raffle table. The athletes will continue to help SLSF pull the winning tickets for the Split the Pot and Putting Contest winners.