

Date: June 28, 2021

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:** 36 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 4 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 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 Mondays at 5:30 p.m. on Zoom in March and 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	Zach Kulig
Alex Green	Mike McArthur
Tom Houser	Brett Simonis
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.
  - 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:**

- 6:45 a.m. Get bus from bus lot – MO
  
- 7:15 a.m. Set up registration area – registration, passports, mulligans, lunch tickets, drink tickets, and tee gift – CS/LT/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 BS
  
- 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 – LT  
 Put the golf bag with the split the pot equipment – LT  
 Put the moneybags in each of the backpacks - LT
  
- 8:00 a.m. Volunteer and Business Hole Check – In - MO
  
- 8:30 a.m. Player check in and breakfast – LT/MO/Volunteers  
 Bag Drop – Volunteers
  
- 9:15 a.m. Volunteers leave for contest holes/runners, etc. – MO  
 Make sure volunteers all have keys and a cart. – MO  
 Make sure there is a ranger to show 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 – CS/LT/MO
  
- 9:45 a.m. Brian & Maria to take pictures
  
- 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.

Brian to develop photos and then head to Tap House around 2:00 p.m. to put photos in sleeves.

1:30 p.m. CS/LT leave to set up dinner at Tap House Grill in CS and LT cars.

1:45 p.m. Arrive at Tap House Grill with raffle prizes. – LT/CS  
Set up for dinner, raffle table, place photos in photo sleeves. – LT/CS/BS/GC

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, presentation, raffle and dinner.

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

**Evaluation responses:** Sent the committee an evaluation email and awaiting their response.

**Target Numbers:**

	2019		COVID 2020		2021	
	Budget	Actual	Budget	Actual	Budget	Actual
<b>Gross Revenue</b>	\$26,000	13,755.64	\$25,090	\$15,802	\$16,650	\$33,275.58
<b>Expenses</b>	\$6,250	\$2,175.75	\$6,525	\$2,213.79	\$3,550	\$7,874.32*
<b>Net Revenue</b>	\$19,750	\$11,579.89	\$18,565	\$13,588.21	\$13,100	\$25,401.26
<b>Registrations (includes sponsored golfers)</b>	93	69	93	62	55	126
<b>Sponsorships</b>	\$4,000	\$2,000	\$4,000	\$3,500	\$3,500	\$8,250
<b>Business Hole &amp; Hole Sponsors</b>	\$1,350	\$500	\$1,000	\$1,050	\$1,000	\$2,000
<b>Passports</b>	\$4,650	\$700	\$4,200	\$2,750	\$3,000	\$4,750
<b>SLSF average cost/person (total expenses/attendance)</b>	\$67.20	\$31.53	\$70.16	\$35.71	\$64.55	\$62.49

\*\*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 was the presenting sponsor for \$5,000 this year. The outing has not had a presenting sponsor since 2012. Pin Flags were made for JMM CPA and placed out on the course and a framed pin flag was given to JMM CPA for their sponsorship.

SLSF was excited to get back to planning a normal golf outing: 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 red SLSF water bottle and bundtini from Nothing Bundt Cakes. In the morning, golfers were treated to a continental breakfast in the clubhouse. This year the outing sold out with 128 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 \$655 back to SLSF. JMM CPA donated a bag of coffee for each golfer. The committee and golfers commented on what a wonderful outing it was and they cannot wait until next year.