



# 2015 Tournament and Event Information

At Highland Creek Golf Club, our golf packages are designed for the group that wants a first class event. You will more than impress your clients, customers, employees and friends. Highland Creek will provide everything needed to host your tournament, from one of the best golf courses in the Charlotte area to the friendliest and most hospitable staff anywhere.

## Tournament Procedures and Pricing:

- **Confirmation of Date Availability between Highland Creek and Event Coordinator**
  - ✓ \$500 Deposit holds Tournament Date
- **Days and Times Availability**
  - ✓ Tournaments can be held any Day of Week
  - ✓ Day/Date/Time availability is based on number of golfers, starting times and any previously scheduled events
- **Group Starting Times**
  - ✓ 40 Players or more – Shotgun start
  - ✓ Less than 40 Players – Tee Time or Modified Shotgun start
- **Final Count / Guarantee Policy**
  - ✓ Final Participant count due 8 days prior to event date
  - ✓ Payment based on 8-day final count number
- **Pricing**
  - ✓ Each event's rate is customized based on...
    - Date and Day of the Week
    - Time of the Day
    - Month of the Year
    - Number of Participants

Your Highland Creek Event Coordinator will work with you to determine and finalize the best available rate.

All Event Packages include the following:

- **Golf and Golf Car**
- **Tournament Services:**
  - ✓ Set-up: Assistance with formatting, scheduling, promoting and budgeting
  - ✓ Bag Drop: Staffed to aid players to and from cars
  - ✓ Rules Sheets: For all Players – concise and colorful
  - ✓ Cart Signs: Player Names and Custom Pairings
  - ✓ Scorecards: Customized with Player Names
    - Cart Signs & Scorecards can be customized with Sponsor Logos to generate additional funding for your event
  - ✓ Scoreboard: Player Scoring
- **Driving Range Service**
- **Free Highland Creek “Green Fee” Coupon** for all Event Participants
- **4-Some Round of Golf at Highland Creek to use as Prize**
- **Product and Services**
  - ✓ Selected Highland Creek Pro Shop merchandise and Gift Cards are available at discounted pricing for Prize or Participant gifts

Optional Food & Beverage Services available:

- **Multiple/Fully Stocked Beverage Carts**
- **Full Assortment of Food Offerings** [custom set-ups available]  
[Food service provided by the Event is acceptable. Corkage, Service and Gratuity Fees apply]

<b>Breakfast</b>	<b>Continental Breakfast Buffet</b>	<b>\$7.95 pp ++</b>
	<b>Box Lunches</b>	<b>\$9.95 pp ++</b>
<b>Lunch</b>	<b>Choice of 3</b>	<b>\$10.95 pp ++</b>
<b>Hors d' oeuvres</b>	<b>All-American Fajita Buffet</b>	<b>\$11.95 pp ++</b>
	<b>Carolina BBQ</b>	<b>\$12.95 pp ++</b>
	<b>Italian Feast</b>	<b>\$12.95 pp ++</b>
<b>Buffets</b>		

## Event Coordinator Suggested Task List

Weeks prior to Event	Tasks to be Accomplished	Person Responsible
26	Determine Tournament Purpose Select Tournament Site Establish Player Fee Establish Sponsorship Fees	General Chair General Chair Participation Chair Sponsorship Chair
22	Establish Logo & Letterhead Design Establish Tournament Format Establish Trophy & Prize Format	Public Relations Chair Tournament Director Prize Chair
18	Establish Participation Materials Establish Tournament Day Schedule Establish Invitation List	Participation Chair Tournament Chair Participation Chair
14	Complete Invitation List Approve Food & Beverage Plans	Participation Chair Hospitality Chair
10	Kick-Off Participation Drive Mail All Invitations Approve Tournament Banquet Program Begin Recruiting Hostesses	Participation Chair Participation Chair General Chair Hospitality Chair
8	Press Conference Held [if applicable] Participation Promotion Continues Sponsorship Promotion Continues	Public Relations Chair Participation Chair Sponsorship Chair
6	Participation Promotion Continues Sponsorship Promotion Continues Tournament Details Reviewed	Participation Chair Sponsorship Chair Tournament Director
4	Tournament Details Reviewed	Tournament Director
2	All Details Finalized Foursome List Developed Participation Achieves Goal Sponsorship Achieves Goal	All Tournament Director Participation Chair Sponsorship Chair
0	TOURNAMENT DAY	ALL
+1	Critique Held Tournament Date for following year	All General Chair