

# **Golf Fund Raising Event: Planning Guide**

## **A YEAR PRIOR TO THE EVENT**

Determine the venue

Set date for the event

Determine the type of event [i.e. 9-hole scramble]

Meet with the golf course manager to set the parameters

Shotgun start

Tickets for drink / hot dog at the turn

Participation gift ~ towel, golf ball with venue logo, ball marker ~ cost per set

Ask if the course would donate a complimentary foursome to be used as a prize.

## **6 MONTHS PRIOR TO THE EVENT**

Reach out to potential golfers with a “save the date” invitation.

Include the price for one golfer (i.e. \$75) or for a foursome (i.e. \$300)

Explain what will be included in their fee.

Example:

### **Golfing with a purpose...**

Come spend a day on the links and support Christian Home Educators of Ohio!

This is a 9-hole outing with a 1:00 p.m. tee time. The event registration fee is \$75.00 per person or \$300.00 for a foursome.

The fee includes: 9 holes of golf, cart, a box lunch served at the turn, (4) soft drink tickets to be redeemed throughout the day and a wonderful dinner at the conclusion of the rounds.

Fun prizes will be awarded for various golf challenges...you don't want to miss this event!!

Let them know when registration will be open.

Reach out again once registration is open to invite them to go online to reserve their place and pay the fee.

## **4 MONTHS PRIOR TO THE EVENT**

Reach out to business entities to invite them to participate. See attached email example.

Explain the levels of financial participation - for example:

Hole sponsorship \$150

Cart sponsorship \$250

Blue Level \$1000

Silver Level \$2000

Gold Level \$3000

Provide them with instructions to register as sponsors. (i.e. web link). Inform them that sponsorships includes foursomes and/or signage plus post event marketing.

### **For example:**

Hole Sponsorship includes signage at tee.

Cart sponsorship includes signage on cart.

Blue level sponsorship includes one foursome and signage at event.

Silver level sponsorship includes one foursome, signage at event, one hole sponsorship, and advertising on our website for one month.

Gold level sponsorship includes two foursomes, name on all materials, signage at event, hole sponsorship, and advertising on our website for two months.

For proper signage (similar in size to political campaign yard signs) request that the company send you a logo.

The personal touch is always the best. Speak to business owners that would be supportive of home education or school choice in general. Explain who you are and the purpose of the event. Tell them you will follow up with an email with specific details. Network through your board or membership to get referrals to business owners.

### **ONGOING**

Continue to reach out to potential golfers and potential sponsors.

### **ONE MONTH PRIOR**

Secure a printing facility that can make the sponsorship signs to be placed at various holes on the course. Keep in mind the cost for the signage will reduce your revenues from the sponsorship but the signs can be re-used year to year so the next time the same business sponsors you will not have this cost.

Purchase prizes will be used for best score, longest drive, longest putt, closest to the pin, etc.

### **ONE WEEK PRIOR**

Finalize the menu for your meal and pre-order anything that needs to be reserved ahead of time. Described at the end of this paper is how CHEO provides the meal. You will want to determine what will work for you. CHEO intentionally planned a meal that would encourage the golfers to want to participate every year.

### **THE DAY BEFORE THE EVENT**

Deliver the signage to the golf course. They normally want their own staff to place the signs at the various holes.

Rent a grill and deliver it to the golf course.

Purchase everything needed for the meal except the preorders that need to be picked up the morning of the event.

## THE DAY OF THE EVENT

Pick up pre-ordered meal items early in the day so that you will have time to cook the green beans and potatoes.

Staff or volunteers should arrive 1:00-2:00 (if golfers are teeing off at 1:00). They will need to set up everything to provide the meal and put the bottled beverages on ice

Distribute a rule sheet to each golfer (see attached example)

Bring the hot food as close to meal time as possible. The golfers will be done and hungry at approximately 4:00 (if they teed off at 1:00)

### MENU (served buffet style)

Sirloin strip steaks (1 inch thick)

Cheesy potatoes (served hot)

Green beans

Sliced watermelon

Dinner rolls

Pie for dessert (baked fruit pies that do not need to be refrigerated are best)

Beverages - bottled water; a few bottles of G2 Gatorade

Order the steaks through a local butcher. It doesn't hurt to order a few extra beyond your registered golfers and staff. Whatever is left over at the end of the event can be sold and placed in "to go" containers for the golfer to take home.

Cheesy potatoes prepared in a 9 x 13 pan (calculate 15 golfers per pan). It is helpful to select a recipe that can be modified to be gluten free for one of the pans.

Green beans are prepared in a slow cooker (crock pot) - 4 standard cans of "cut green beans" and a few ounces of ham cut into pieces for each crock pot. Submerge in beef broth. Cook on high for 2-3 hours. Calculate 15 golfers per crock pot.

Order homemade dinner rolls and pie from a local restaurant (Amish are the best!) Ask if the restaurant will sell you individual wrapped butter pats for the rolls.

### **Have on hand the following items to help execute the event more smoothly.**

Charcoal, lighter fluid, and grilling tools

Plastic disposable table cloths for eating tables and serving tables, unless the course provides the table coverings.

Large dinner plates

Small dessert plates

Napkins

Individually wrapped plastic eating utensils

Serrated edge steak knives (these are really appreciated)  
Hot pads to place the hot dishes on the serving table.  
Spoon rests for the serving spoons for the beans and potatoes.  
Serving spoons for the beans and potatoes  
Tongs for the watermelon  
Tongs for the rolls  
Pie servers for the pies  
An extra disposable aluminum pan (to place used steak knives when finished eating)  
One bottle of hand sanitizer  
Condiments for the steaks (A-1 steak sauce, BBQ sauce, ketchup, salt, pepper)  
Styrofoam “to go” containers so people can take home left over food.  
A roll of paper towels (for clean up)  
Ice and coolers to chill the bottled water and Gatorade.

#### PRIZES:

Announce winners for each category near the end of the meal.  
If there are extra prizes, put the golfers name in a random drawing to distribute the rest of the prizes.

Hi XXX,

I hope you are having a good summer.

As a reminder, I am on the board for Christian Home Educators of Ohio (CHEO)  
It's hard to believe it's been a year, but CHEO is holding its tenth annual golf outing on Friday August 5<sup>th</sup> at the Sanctuary Golf Club in North Canton.

Last year this event raised over \$12,000.00 to support the ministry.  
Our goal this year is to reach over \$14,000.00.

Would you please consider joining us on the 5<sup>th</sup>?

We tee off at 1:00 and will be playing a nine-hole modified scramble format.  
The cost for golfing is \$75 per golfer (\$300.00 per foursome), which includes 9 holes of golf with cart, lunch, soft drink tickets, prizes, and a DUMA steak dinner afterwards.  
A portion of your fee will be tax deductible.

Corporate sponsorships include.

1. \$100.00 Hole Sponsor (Includes signage at tee)
2. \$250.00 Cart Sponsor (Includes signage on cart)
3. \$1000.00 Blue Level Sponsor (Includes one foursome and signage at event)
4. \$2000.00 Silver Level Sponsor (Includes one foursome, signage at event, and advertising in 2 issues of Companion Magazine)
5. \$3000.00 Gold Level Sponsor (Includes two foursomes, name on all materials, signage at event, hole sponsorship and advertising in 4 issues of our Journey Newsletter)

We are also in need of prizes to be given out if you have anything you would like to donate.

You can register on line at [www.cheohome.org](http://www.cheohome.org) ~ follow the links under future events.  
or contact me via email or my cell at 330-256-3762

Thank you  
Best regards

# Welcome CHEO

## **Rule # 1 Have Fun!**

Please keep carts on cart paths around the tees and greens.  
The Sanctuary appreciates you fixing ball marks and divots.

**Format:** 4 Person Scramble. Each person drives the ball, choose the best ball, All hit from this point. Continue until ball is holed.

If playing a threesome, rotate extra shot.

**Each person** must use **One Drive in your overall score.**

**Tee Boxes:** Men – Black   Seniors 60+ - White   Women – Green

## **Proximities Challenges:**

Hole # 4 Longest Putt

Hole # 6 Closest to the Pin

Hole # 7 Longest Drive in Fairway

Provide your name at the Club House for hotdog, chips, and fountain drink before play begins.

Three Drink tickets are for pop and water only.

Return cart to the clubhouse and proceed to pavilion for food and prizes  
Thank you to the many sponsors who have supported us.

## **SILVER SPONSOR**

**JENNINGS HEATING**

## **BLUE SPONSORS**

**HRM ENTERPRISES**

**GBC DESIGN INC.**

**ADKINS BUILDING**

See reverse side for all sponsors.

**Thank you for playing at The Sanctuary Golf Club.**

**PARTNER SPONSOR**

**THE SANCTUARY GOLF CLUB  
LANDIS EYE CARE  
AMERICAN POLICY ROUNDTABLE  
RUBBERMAID**

**CART SPONSORS**

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**HOLE SPONORS**

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NAI SPRING  
THE VANDEVERE BUNCH  
EPIC ENGINEERING  
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