

## *ORGANIZING A SUCCESSFUL OUTING AT LIMA COUNTRY CLUB*

**Your outing at the Lima Country Club should be an enjoyable one. As the organizer of the outing, you may find the experience a little overwhelming, especially on your first time as an organizer. In the hopes of making your tournament/outing a little less frustrating, we've compiled a few suggestions to assist you.**

### **CONTACT YOUR PEOPLE EARLY:**

1. Set a target number for your outing.
2. Decide on a playing format. (2or 4 person Scramble, Best Ball, Scotch, etc.).
3. Choose the outing options you want, such as Prizes, Lunch and dinner options.
4. Collect a deposit from all interested players. This will help you determine how many golfers intend to participate.

**SUBMIT YOUR DEPOSIT:** We will need a deposit of at least \$100.00 to hold your date. This is important. We want to make your experience a good one, but we also need to schedule other tournaments and open play around your group. We need to make the day enjoyable to all Golfers.

**SET A CUT OFF DATE AND COLLECT THE BALANCE FROM ALL PLAYERS AS SOON AS POSSIBLE:** (NON-REFUNDABLE – TRANSFERABLE RECOMMENDED) Without a monetary commitment you can expect to lose as much as 40% of your verbal commitments in the day's preceding your outing. That could prove to be disappointing for you!

**CONTACT US WITH A HEAD COUNT:** At least 7 days in advance. You will be responsible for the number of confirmed participants, with reasonably accuracy. This is important. Our staff will need to order and prepare food, set-up and schedule additional help, depending on the size of your outing. If you find that you have additional people eating or golfing after giving the head count, contact the pro-shop for a confirmation.

**PREPARE A LIST OF CART PARINGS AND FOURSOMS:** This list should be given to the pro-shop at least 1 day prior to your outing along with the balance due. The list is necessary for the pro-shop and starter to get you off with minimum confusion.

**NEW GOLFERS:** If you have any new golfers, we recommend that you place them with experienced golfers. Do not put a group of beginners together. This will hold up play and speed of play is a concern when it comes to having a successful outing.

**EQUIPMENT:** Each golfer must have a set of golf clubs. If needed, the pro-shop has a limited number of rental sets available along with additional golf items that can be purchased within the pro-shop.

**SHOTGUN STARTS:** Shotgun Starts are permitted with advance approval of the Management. Many factors are considered when arranging a shotgun start. An adequate number of golfers, course availability and time of day . Contact one of our staff for availability.

**ARRIVE EARLY:** Advise your group to be at the course at least 30 minutes prior to their tee time. This will allow them to prepare, sign in or practice before the round. Players need to be ON THE TEE NOT IN THE CLUBHOUSE. Depending on the tournament type, cart keys will be handled at the discretion of the Pro-Shop or Starter.

**ADDITIONAL SERVICES:** Let us know if other options are needed, such as sign-in tables, prize tables, prizes, score sheets or contest markers for longest drive and closest to pin), etc.

### **IN SHORT**

- 1. Decide the type and size of your outing*
- 2. Submit a deposit to hold your date.*
- 3. Collect the balance from each player. Nonrefundable but transferable*
- 4. Give us a reasonably accurate number of players 7 days in advance*
- 5. Show up 45 minutes of your outing with the balance due, players list.*
- 6 Make sure that all your players know the group outing policies.*
- 7. Any Questions Call 585-624-1490 or 1-800-530-1491*

*So that we may better assist your needs, we request that you call on us with any changes or concerns. Please direct any questions to the Pro-Shop 1-888-530-1491 or 585-624-1490*