

Names & Phone Numbers of Golf Committee

1. Head of Committee: _____ Phone #: _____
2. Prize Donations: _____ Phone #: _____
3. Hole Sponsors: _____ Phone #: _____
4. Advertising: _____ Phone #: _____
5. Event Signs: _____ Phone #: _____
6. Golfers: _____ Phone #: _____
7. Event Workers: _____ Phone #: _____
8. Food & Beverages: _____ Phone #: _____
9. Beverages: _____ Phone #: _____
10. Food: _____ Phone #: _____
11. Condiments: _____ Phone #: _____
12. Serving Supplies: _____ Phone #: _____
13. Food Equipment: _____ Phone #: _____
14. Others: _____ Phone #: _____
15. Others: _____ Phone #: _____
16. Others: _____ Phone #: _____
17. Others: _____ Phone #: _____
18. Others: _____ Phone #: _____
19. Others: _____ Phone #: _____

WSYHA Golf Outing - Committee Outline

Last Weekend in August (Saturday)

Tax Exempt # 391464075

1. **HEAD OF COMMITTEE - NAME & PHONE #:** _____

Contact & Phone for Golf Course: _____

- a. Assign Tasks as Outlined in this Document
- b. Book Golf Date with Golf Course
- c. Verify there are enough Carts for number of Golfers
- d. Verify - Need 3 Extra Carts (2 Raffle Selling Carts, 1 Money Runner/Manager)
- e. Verify Hole Name Signs - Provided by Golf Course
 - i. All - Longest Put \$20 (Hole 4)
 - ii. Men's Longest Drive \$20 (Hole 6)
 - iii. All - Chip Closest to Pin \$20 (Hole 10)
 - iv. Women's Longest Drive \$20 (Hole 11)
 - v. All Closest in two Shots \$20 (Hole 14)
 - vi. All Longest Drive \$20 (Hole 16)
 - vii. All - Longest Put \$20 (Hole 18)

2. **PRIZE DONATIONS - NAME & PHONE #:** _____

- a. Donation Letters need to be sent out in March.
- b. See Donation sheet for donors from the previous year and what was given.
- c. Purchase 1 major prize valued around \$500 (2010 Purchased Dell Laptop Computer)

3. **HOLE SPONSORS - NAME & PHONE #:** _____

- a. See Hole Sponsor sheet from last year to see how much was given and by whom.

4. **ADVERTISING - NAME & PHONE #:** _____

- a. News Paper - Contact Person name and number for add.
- b. Radio - Contact Person name and number for add.
- c. Flyers - Contact Person name and number for add.

5. **EVENT SIGNS - NAME & PHONE #:** _____

- a. Hole Sponsor Signs - Done at Brush Talk West Salem
- b. Donation Signs - Done at Brush Talk West Salem
- c. Signs are usually taken in one week before event to be created/modified.

6. **GOLFERS - NAME & PHONE #:** _____

- a. Get 200 mailing cards made up - Done by EZ Print West Salem
 - 1. Approx. 150 get mailed out (50 kept on hand)
- b. Create & Track Golf Teams and what holes they are on.
- c. Print Name and Address Labels - To be filled out by each person as they register put in bowl.
- d. One Person will be the Contact and have their number on the mailers, flyers, etc.

7. **EVENT WORKERS - NAME & PHONE #:** _____

(Min. 20 - Max. 47 Workers)

- a. All Workers are to arrive no later than 7:00 a.m. 7:30 is a workers meeting overview.
- b. Remind all workers to bring the following: Chair, Bug Spray, Cooler, Umbrella Shade, Snacks.
- c. **Registration Table Workers** - 2 People (1 on Money and 1 to Register hand address cards out)
Registration table needs 2 separate tables. Organize Team Names Table #1 A-M and Table #2 N-Z

Estimated Time of Work: 7:00 - 10:00 a.m.

Name of Registration Table #1 Worker #1 & 2: _____

Cell-Phone #: _____

Name of Registration Table #2 Worker #1 & 2: _____

Cell-Phone #: _____

- d. **Wing Span & Mulligan's** at Registration Table

SHIFT #1 - Estimated Time of Work: 7:00 a.m. - 12:30 p.m.

Name of Mulligan & Wing Span Tickets Worker #1: _____

Cell-Phone #: _____

Name of Mulligan & Wing Span Tickets Worker #2: _____

Cell-Phone #: _____

SHIFT #2 - Estimated Time of Work: 12:00 p.m. - 6:00 p.m.

Name of Mulligan & Wing Span Tickets Worker #1: _____

Cell-Phone #: _____

Name of Mulligan & Wing Span Tickets Worker #2: _____

Cell-Phone #: _____

- e. **MC - Master of Ceremonies** (Announcer)

Estimated Time of Work: 3:00 - 6:00 p.m.

Name of Master of Ceremonies: _____

Cell-Phone #: _____

- f. **Head Cashier** - In charge of all the cash and monitoring cash thru out the day.

SHIFT #1 - Estimated Time of Work: 1/2 DAY - 7:00 a.m. - 12:30 p.m.

Name of Cashier #1: _____

Cell-Phone #: _____

SHIFT #2 - Estimated Time of Work: 1/2 DAY - 12:00 p.m. - 6:00 p.m.

Name of Cashier #2: _____

Cell-Phone #: _____

- i. \$1,000 in \$1's (For the Day of the Event)
- ii. \$700 in \$5's (For the Day of the Event)
- iii. \$800 in \$10's (For the Day of the Event)

Disbursement	1's	5's	10's
Hole Event #1	\$150	\$100	\$100
Hole Event #2	\$150	\$100	\$100
Pond Chip	\$200	\$100	\$100
Registration/ Wing			
Span	\$200	\$200	\$300
Golf Cart 1	\$150	\$100	\$100
Golf Cart 2	\$150	\$100	\$100
	\$1,000	\$700	\$800

Keep Cash collection separate for each event. This identifies how much winners receive and allows us to track how successful each event is and what if anything can be changed to increase donations.

g. **Tee Shot on Green** - Minimum of 2 workers Maximum of 4. **HOLE #:** _____

(Note: Cashier Needs to Provide Money Bags to Workers)

SHIFT #1 - Estimated Time of Work: 1/2 DAY - 7:00 a.m. - 12:30 p.m.

Name of Worker #1: _____

Cell-Phone #: _____

Name of Worker #2: _____

Cell-Phone #: _____

Name of Worker #3: _____

Cell-Phone #: _____

Name of Worker #4: _____

Cell-Phone #: _____

SHIFT #2 - Estimated Time of Work: 1/2 DAY - 12:00 p.m. - 6:00 p.m.

Name of Worker #1: _____

Cell-Phone #: _____

Name of Worker #2: _____

Cell-Phone #: _____

Name of Worker #3: _____

Cell-Phone #: _____

Name of Worker #4: _____

Cell-Phone #: _____

h. **Green in one Shot on Green** - Minimum of 2 workers Maximum of 4. **HOLE #:** _____

(Note: Cashier Needs to Provide Money Bags to Workers)

Estimated Time of Work: ALL DAY - 7:00 a.m. - 6:00 p.m.

SHIFT #1 - Estimated Time of Work: 1/2 DAY - 7:00 a.m. - 12:30 p.m.

Name of Worker #1: _____

Cell-Phone #: _____

Name of Worker #2: _____

Cell-Phone #: _____

Name of Worker #3: _____

Cell-Phone #: _____

Name of Worker #4: _____

Cell-Phone #: _____

SHIFT #2 - Estimated Time of Work: 1/2 DAY - 12:00 p.m. - 6:00 p.m.

Name of Worker #1: _____

Cell-Phone #: _____

Name of Worker #2: _____

Cell-Phone #: _____

Name of Worker #3: _____

Cell-Phone #: _____

Name of Worker #4: _____

Cell-Phone #: _____

- i. **Cooks** - 1 Main Cook and 2-3 helpers

Estimated Time of Work: PARTIAL DAY - 9:00 a.m. - 3:00 p.m.

Head Cook: _____

Cell-Phone #: _____

Cook Helper #1: _____

Cell-Phone #: _____

Cook Helper #2: _____

Cell-Phone #: _____

Cook Helper #3: _____

Cell-Phone #: _____

j. **Put into the Pond** - 2 Workers Minimum and 4 Maximum

(Note: Cashier Needs to Provide Money Bags to Workers)

SHIFT #1 - Estimated Time of Work: 1/2 DAY - 7:00 a.m. - 12:30 p.m.

Pond Worker #1: _____

Cell-Phone #: _____

Pond Worker #2: _____

Cell-Phone #: _____

Pond Worker #3: _____

Cell-Phone #: _____

Pond Worker #4: _____

Cell-Phone #: _____

SHIFT #2 - Estimated Time of Work: 1/2 DAY - 12:30 p.m. - 6:00 p.m.

Pond Worker #1: _____

Cell-Phone #: _____

Pond Worker #2: _____

Cell-Phone #: _____

Pond Worker #3: _____

Cell-Phone #: _____

Pond Worker #4: _____

Cell-Phone #: _____

k. **Sign Setup** on each hole for sponsors and Prize/Money Holes - 2 workers

Estimated Time of Work: 6:30 - 7:30 a.m.

Sign Set-up Worker #1: _____

Cell-Phone #: _____

Sign Set-up Worker #2: _____

Cell-Phone #: _____

Prize/Money Holes:

Hole #: _____ \$2 (Tee Shot onto Green) Prize = 50/50 Money Split

Hole #: _____ All (Longest Put) Prize = \$20

Hole #: _____ Men (Longest Drive) Prize = \$20

Hole #: _____ All (Chip Shot off Green - Closest to Hole) Prize = \$20

Hole #: _____ Women (Longest Drive) Prize = \$20

Hole #: _____ All (Closest to Hole in 2 shots) Prize = \$20

Hole #: _____ Pay \$2 (Green Shot in One) Prize = 50/50 Money Split

Hole #: _____ All (Longest Drive) Prize = \$20

Hole #: _____ All (Longest Put) Prize = \$20

- I. **Golf Cart Drivers** - Drive Around Selling Tip Boards, Bug Spraying for \$1, Etc...(4 Workers)

NOTE: NEED TO BUY 5 CANS OF BUG SPRAY.

SHIFT #1 - Estimated Time of Work: 1/2 DAY - 7:00 a.m. - 12:30 p.m.

(Note: Cashier Needs to Provide Money Bags to Workers)

- i. **Golf Cart 1:**

Golf Cart 1 Worker #1: _____

Cell-Phone #: _____

Golf Cart 1 Worker #2: _____

Cell-Phone #: _____

- i. **Golf Cart 2:**

Golf Cart 2 Worker #1: _____

Cell-Phone #: _____

Golf Cart 2 Worker #2: _____

Cell-Phone #: _____

SHIFT #2 - Estimated Time of Work: 1/2 DAY - 12:00 p.m. - 6:00 p.m.

(Note: Cashier Needs to Provide Money Bags to Workers)

- ii. **Golf Cart 1:**

Golf Cart 1 Worker #1: _____

Cell-Phone #: _____

Golf Cart 1 Worker #2: _____

Cell-Phone #: _____

- ii. **Golf Cart 2:**

Golf Cart 2 Worker #1: _____

Cell-Phone #: _____

Golf Cart 2 Worker #2: _____

Cell-Phone #: _____

m. **Golf Cart Preparation** - 2 people to fill carts with can cools/grab bags

Estimated Time of Work: ALL DAY - 6:30 a.m. - 7:30 p.m.

Golf Cart Prep Worker #1: _____

Cell-Phone #: _____

Golf Cart Prep Worker #2: _____

Cell-Phone #: _____

8. **FOOD & BEVERAGES** - NAME: _____

Cell-Phone #: _____

a. **BEVERAGES** - NAME: _____

Cell-Phone #: _____

i. - **3 cases of Water** or more

Who is Gathering: _____

Notes: _____

ii. - **3 case of Pop** or more

Who is Gathering: _____

Notes: _____

iii. - **1 Half Barrel** of Beer

Who is Gathering: _____

Notes: _____

iv. - **1 Can** of Coffee

Who is Gathering: _____

Notes: _____

b. **FOOD - NAME:** _____

Cell-Phone #: _____

- i. - **200 Pre-Cooked Brats** - Bakalars (South of West Ave, La Crosse)
Who is Gathering: _____
Notes: _____
- ii. - **144 Brat Buns** - Done thru Linda's Bakery West Salem (Buy one get one free)
Who is Gathering: _____
Notes: _____
- iii. - **1 Big Can of Sauer Kraut** - Usually Buy These
Who is Gathering: _____
Notes: _____
- iv. - **80 Hot Dogs** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- v. - **80 Hot Dog Buns** - Done thru Linda's Bakery West Salem (Buy one get one free)
Who is Gathering: _____
Notes: _____
- vi. - **200 Chicken Breasts** - Mike Gorniak and Dave Grender
Who is Gathering: _____
Notes: _____
- vii. - **200 Croissant Buns** - Done thru Linda's Bakery West Salem (Buy one get one free)
Who is Gathering: _____
Notes: _____
- viii. - **3 Quart Cans of Chicken Broth** - Usually Buy
Who is Gathering: _____
Notes: _____
- ix. - **16 Tomatoes** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- x. - **8 Green Peppers** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- xi. - **2 Red Peppers** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- xii. - **2 Orange Peppers** - Buy but if can get donation
Who is Gathering: _____
Notes: _____

- xiii. - **1 Bag of Onions** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- xiv. - **2 Heads of Lettuce** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- xv. - **Cold Salad for 150 People** - such as Cole Slaw, Potato Salad, etc...
Who is Gathering: _____
Notes: _____
- xvi. - **1 Large Can of Baked Beans**
is Gathering: _____
Notes: _____

c. **CONDIMENTS** - NAME: _____
Cell-Phone #: _____

- i. - **3 Gallon Jars of Pickles** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- ii. - **16 Bags of Chips** - Such as Doritos, Potato Chips, Cheetos, etc... - Buy
Who is Gathering: _____
Notes: _____
- iii. - **1 Lawry's Seasoning** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- iv. - **2 Large Bottles of Ketchup** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- v. - **1 Large Bottles of Mustard** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- vi. - **1 Bottles of Horseradish** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- vii. - **2 Jars of Mayo (Squirt Bottles)** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- viii. - **1 Balsamic Virgin Olive Oil** - Buy but if can get donation
Who is Gathering: _____
Notes: _____

d. **SERVING SUPPLIES** - NAME: _____

Cell-Phone #: _____

- i. - **200 Plates** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- ii. - **200 Plastic Forks** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- iii. - **50 Plastic Knives** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- iv. - **400 Napkins** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- v. - **200 Beer Cups** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- vi. - **100 Coffee Cups** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- vii. - **20 Pens** (Registration Table, Wing Span) - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- viii. - **2 Role of Paper Towels** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- ix. - **1 Box Gallon Zip Lock Bags** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- x. - **1 Box 1/2 Gallon Zip Lock Bags** - Buy but if can get donation
Who is Gathering: _____
Notes: _____
- xi. - **1 Deck of Cards**- Buy but if can get donation
Who is Gathering: _____
Notes: _____

e. **FOOD EQUIPMENT** - NAME: _____

Cell-Phone #: _____

- i. - **6 Large Coolers** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- ii. - **Ice** - Normally supplied by the Golf Course
Who is Gathering: _____
Notes: _____
- iii. - **4 Large Roasters** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- iv. - **2 Small Roasters** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- v. - **4 Cutting Knives** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- vi. - **2 Grill Spatulas** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- vii. - **2 Grill Tongs** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- viii. - **2 Grill Forks** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- ix. - **2 Cutting Boards** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- x. - **4 Serving Forks for Pickles** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- xi. - **2 Brushes for Seasoning Chicken on Grill** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- xii. - **4 Large Serving Spoons for Cold Salad** - Anyone who can bring these items
Who is Gathering: _____

Notes: _____

- xiii. - **4 Chef Aprons** - Anyone who can bring these items

Who is Gathering: _____

Notes: _____

- xiv. - **8 Chef Towels/Wash Cloths** - Anyone who can bring these items

Who is Gathering: _____

Notes: _____

- xv. - **2 Large Coffee Percolators** - Anyone who can bring these items

Who is Gathering: _____

Notes: _____

- xvi. - **8 Oven Mitts/Hot Pads** - Anyone who can bring these items

Who is Gathering: _____

Notes: _____

- xvii. - **1 Half Barrel tub (Put Half Barrel of Beer in)** - Normally supplied by Golf Course

Who is Gathering: _____

Notes: _____

- xviii. - **1 Half Barrel Tapper** - Normally supplied by Golf Course

Who is Gathering: _____

Notes: _____

9. **Supplies Need Day of Event** - NAME: _____

Cell-Phone #: _____

- a. - **Red - Wing Span Dbl. Tickets 4 rolls min.** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- b. - **Green - T-Shot Dbl. Tickets** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- c. - **Orange - Green in 1 Shot Dbl. Tickets**- Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- d. - **Yellow - Chip into Pond Dbl. Tickets** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- e. - **Pull Tab Boards (Approx. 10)** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- f. - **100 Square Board (Major Prize)** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- g. - **Packing Tape**- Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- h. - **Push Pins** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- i. - **Tablet of Legal Paper**- Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- j. - **Buckets for Table Gifts (to put tickets in)** - Anyone who can bring these items
Who is Gathering: _____
Notes: _____
- k. - **Microphone & Amplifier** - Usually Provided by Golf Course.
Who is Gathering: _____
Notes: _____

10. Day of Event - Notes/Tips:

- a. - **The Names and Cart Numbers need to be pre-determined.** (In case a cart is wrecked, someone needs to be responsible for an explanation or cost of the accident.)
- b. - **Verify where ice for the coolers, food, etc is coming from.**
- c. - **Pre-Meeting with Owner of Golf Course to determine/set rules of does and do not's. What is to be expected by both parties and who is responsible for what.**
- d. - **All Hole Events, Raffle items, etc...each sellable event needs to be kept separate and documented.**
- e. - **Find Raffle/Pull tab Boards (estimated 20)** Workers need to write the name of people who qualify for the number on the back of the tip board. (Can get from Log Cabin or Office Depot)
- f. - **Shop around at different golf courses to see who will offer the best deals and events that may bring us more money.**
- g. - **6, 5, 4 dice table. - Pay \$1** (If you roll 6,5,4 in 3 shakes (you can farm) and qualify, you receive a ticket.)
- h. - **Poker for a possible event.**
- i. - **Make a list of all the hole events and provide to each golfer at registration table.**
- j. - **2010 Major gift was a Dell Laptop computer from Sam's Club \$500** (Recommend buying 2 and having one for the table and one for a 100 square board.)
- k. - **Need 3 people to oversee entire event (Day of Event)** 1-Marshall running on a cart to maintain respect and 2 back at club house for misc.
- l. - **Create work hour slips signed by the event organizer.**
- m. - **Meet the Golf Course owner in Spring to square things up.**
- n. - **Fox hollow will give miller tickets for a raffle. Ask may be something else. but willing to give.**