



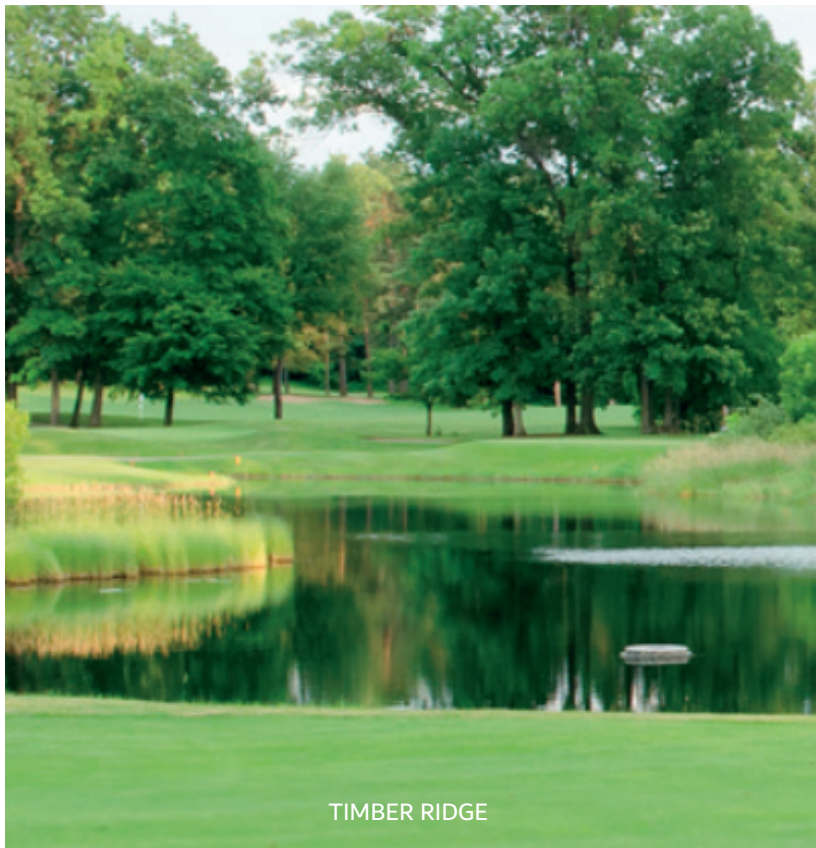
EAGLE EYE



# MID-MICHIGAN'S PREMIER GOLF OUTING & TOURNAMENT PACKET



HAWK HOLLOW



TIMBER RIDGE







## COURSES AND CAPACITY



18 holes  
capacity 20 – 144 golfers



27 holes  
capacity 20 – 216 golfers



18 holes  
capacity 20 – 144 golfers



12 holes  
capacity 20-96 golfers



9 holes  
capacity 20 -72 golfers



**THE FALCON FOOTGOLF**

9 holes  
capacity 20 -96 footgolfers



18-hole all grass putting course  
capacity 20 – 72+ golfers



## COMMON QUESTIONS

### Reservation Procedures

To book your golf outing, your outing coordinator will need to know the date, shotgun time, approximate number of individuals, name of event, and desired reception space (if applicable). No pre-payments or deposits are required.

**Step 1:** Fill in and email back the *outing reservation form*. This will reserve the golf course and banquet space requested.

**Step 2:** Determine your golf outing menu and beverage service with your outing coordinator. You will then be provided with a price quote and an event function sheet (which lists all the details of your event)

**Step 3:** Sign and return the *Golf Outing Agreement Contract*.

### Shotgun and modified shotgun start

A shotgun is a way for the golf course to start all players at one time and have them finish at the same time. Modifying the shotgun helps maximize the total number of players on the course.

**EXAMPLE:** If you have 80 golfers, we will place two foursomes on the course, using holes 1, 18, 17, 16, 15, 14, 13, 12, 11 and 10. Your lead group starts on hole #1 and your last group is on hole #10. If playing at the proper pace, the last group will clear the first tee box in two and a half hours, allowing the course to begin open play off of the first tee behind your last group.

### Scramble Format Definition

Each group competes as a team for the LOWEST TEAM SCORE for the 18 holes.

1. Play begins with each member of the group teeing off.
2. The team decides which drive is the most desirable
3. The other members of the group pick up their balls and proceed to the spot of the selected drive, where they will hit their second shots.
4. The best of the second shots is then chosen. The group will then hit all their putts (or third shots) from that spot.

5. This procedure continues until the ball is in the hole.

6. At the end of each hole, the (one) team score for the group is recorded on the card.

**Note:** The maximum score allowed is double-bogey. After that, simply pick up the balls and move on to the next hole.

### Skins Definition

A “skins game” is a game within a golf outing or golf round. When teams buy into a skin game, they are competing against any other team in the field that has bought in as. To win a skin one team must have the lowest score on a hole, with no ties.

**Example:** One team was the only team to score a “2” (on the par 4, 15th hole) then that team wins the “skin”.

Once the tournament is over and all scorecards are turned in and calculated, then the scorer will know how many skins were won out of the holes played. The total amount of money collected in the skins contest at registration is then divided out. Some events will keep a portion of the skins pot to donate back to their charity.

### Donated Goods

All food and beverages must be provided by the Eagle Eye Golf & Banquet Center, Hawk Hollow Golf Course or Timber Ridge Golf Club. Any deviation from this policy jeopardizes our licensing.

### Dress Codes

Proper golf attire is recommended and metal spikes are prohibited.

### Pace of Play

In theory, an 18-hole round of golf should take no more than 4.5 hours to complete. However, a golf outing averages five hours, regardless of size or golfer ability. There are a few strategies that you can implement which will encourage an enjoyable pace for the participants.



## COMMON QUESTIONS — Continued

**Format:** A scramble format is fun, well suited for various ages, playing abilities, and the most utilized format for golf outings.

**Tees:** We encourage ladies and seniors to play from the shortest distance tee box and men to play from the next shortest tee box (typically red for women/seniors and white for men).

**Games:** Incorporating various games into your event can enhance the experience for the players and increase profit for you (if raising money for a charity event). Our suggestion is to limit the number of skills contests and games to keep pace of play moving on the course.

**Bogey is your friend:** Implementing this into your golf outing will enhance the golfer experience and keep the pace moving for all groups. Once a team has reached their bogey stroke, they write down a bogey on their scorecard and move on to the next hole.

### Final Count & Players List

A minimum and maximum number of players is requested on your reservation form. A one month minimum and maximum golfer and all food counts is required. A final golfer and meal count are due 7 days prior to your event and this is the amount you will be invoiced for. You have until 4 days prior to your golf outing to add to your 7-day count. We require a player list 2 days prior to your event date in the following format:

Tee Assignment	Player 1	Player 2	Play 3	Player 4
1A	Jill Smith	JoAnn Smith	Jennifer Smith	Jessica Smith
1B				
18A				
18B				

### Inclement Weather Policy

As you already know, Michigan weather is unpredictable and the forecast changes frequently. We keep a close eye on the weather to ensure the safety of our guests. Re-scheduling an entire event is difficult for you and us, so we try to keep the day going as planned. In the case of inclement weather, the course staff and management team will work with the outing coordinator to determine any discontinuance of play. Rain does not constitute stoppage of play. Should circumstances result in stopping of play the following policy will take precedence: 1-3 holes completed = full rain check, 4-12 holes completed = half rain check, 13-18 holes = no rain check.

### Payments

You will be sent a final invoice within 1 – 3 days after your event. Full payment of your golf outing is due in full within 30 days of receiving your invoice.





# OUTING TIMELINE

## Booking your GOLF OUTING

**Task** **Timeline** **Completed**

### PRE-OUTING (up to one year in advance)

Establish reason for golf outing (charity, corporate, other)	Prior to booking golf outing	
Determine location, start time & number of players	Prior to booking golf outing	
Reach out to golf course for quote and availability	Prior to booking golf outing	
Fill in and send back your Golf Outing Reservation Form	Up to 1 year in advance	
Create golf outing budget (golf, meals & beverages)	When event is booked	
Create sponsorship packages and prices	When event is booked	
Create golfer packages	When event is booked	
Log into Golf Outing Pro to create your website	When event is booked	
Sign and return official golf outing contract to your venue	Jan. or Feb. of the year of your event	
Request sponsors, donations and special guests	3-6 months prior to your outing	
Prepare invitations, flyers and marketing materials	3-6 months spring prior to your outing	

### PRE-OUTING (up to six months in advance)

Meet with your golf outing coordinator	1-3 months prior to your outing	
If applicable, acquire hole-in-one insurance	1-3 months prior to your outing	
Purchase prizes for teams and contest holes	1-3 months prior to your outing	
Order golfer gifts (logoed merchandise, swag items, balls, towels, etc.)	1-3 months prior to your outing	
Recruit volunteers	1-3 months prior to your outing	

### ONE TO TWO MONTHS PRIOR TO OUTING

Create registraion signage (golfer check-in, skins, 50/50 tickets or contest holes)	1-2 months prior to your outing	
Order outing signage (tee signs, banners, flags, brochure, timeline, name tags.)	1-2 months prior to your outing	
Organize and assemble goody bags	1-2 months prior to your outing	
Update your golf outing coordinator with final details of your golf outing	1-2 months prior to your outing	
Select final menu and beverage options - update your golf outing coordinator	No less than one month prior to your outing	
Email golfers, sponsors and volunteers event information	No less than one month prior to your outing	



## OUTING TIMELINE

### Booking your

# GOLF OUTING — Continued

Task	Timeline	Completed
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### ONE TO TWO WEEKS PRIOR TO OUTING

Collect and organize all donations, prizes, signage and event items	1-2 weeks prior to your outing	
Acquire and finalize golfer names and organize foursomes	1-2 weeks prior to your outing	
Confirm course signage, items, volunteers, games and sponsor locations & duties	1-2 weeks prior to your outing	
Determine day-of payment systems (cash boxes, cc machines, etc.)	1-2 weeks prior to your outing	
Email outing coordinator final golfer and meal counts	7 days prior to your outing	
Email golfers group pairings, timeline of event and final important details	7 days prior to your outing	
Email sponsors, volunteers and special guests final instructions & timeline details	7 days prior to your outing	

### ONE TO FOUR DAYS PRIOR TO OUTING

Last day to submit any additions to your golfer and meal counts	4 days prior to your outing	
Finalize your foursomes and names in your golf outing pro account	2-3 days prior to your outing	
Final day to submit your players list to your outing coordinator to receive personalized scorecards & name players	2 days prior to your outing	
Deliver outing items to the Pro Shop (signage, boxed lunch stickers, printed materials, etc.)	1 day prior to your outing	

### POST EVENT

Receive invoice from your outing coordinator	1-3 days after event	
Book golf outing for the following year	1-7 days after event	
Prepare and send thank-you notes to golfers, sponsors and volunteers	1-7 days after event	
Evaluate event and make notes for improvements for the following year	1-2 weeks after event	
Payment is due to the golf course for your event	1 month after event	
Log into your Golf Outing Pro account and create the following year's website	1-2 months after event	
Send a save-the-date email to golfers, volunteers and sponsors for the following year's golf outing	1-2 months after event	



## AMENITIES AND SERVICES included with your greens fee

### Golf

- Electric golfer carts
- Complimentary carts for volunteers
- USB ports/chargers on carts
- Custom scorecards
- Pencils
- Custom “Player Cart” signs
- Practice chipping & putting green
- Driving range & range balls
- Donated rounds of golf
- 3’ on-course sponsor tables
- Folding chairs on the course
- On-course water coolers
- On-course bathrooms

### Registration/Breakfast

- Tables & chairs
- Tablecloths & skirts
- Cups, utensils, to-go containers & linens
- Set-up staff
- Personalized reports
- PA system – morning announcements
- Bar & Grill open and selling all product

### Prior to Outing

- Outside guest services staff
- Bag drop assistance
- Event Liaison staff member
- Name plates/scorecards
- Golf cart staging & set-up
- Driving range set-up
- Placement of sponsor & contest signs
- Shuttle service to the driving range
- Proximity markers for on-course contests
- Staff to lead golfers onto the course
- Evening before item drop-off (goody bags, signage, etc.)

### During Event

- Player Assistants on course
- Monitored pace of play
- On course lunch delivery
- Assist Volunteers
- Beverage carts & staff
- Bar & grill staff
- Event Liaison staff

### In the Banquet Room

- Banquet Room fee is waived
- Guest tables & chairs
- Prize, auction, and buffet tables (6’ or 8’)
- Tablecloths, linens and napkins
- Centerpieces
- Flatware, stemware and silverware
- Podium
- Microphone
- Bartender and barback staff
- Banquet serving staff
- Team Leader staff member

### Post Event

- Banquet clean up staff
- Full event scoring staff
- Volunteer pick-up from the golf course
- On-course signage & item pick-up
- Follow-up from Event Coordinator
- Receive invoice within 48-72 hours of event
- Ability to book next year’s date, 1 year in advance

### Golf Outing Pro

- Cloud based promotional & management software
- Create and customize your own website
- Online players sign up & registration
- Personalized scorecards, nameplates & reports
- Various email invite templates for email blasts
- Online golfer and sponsor payments
- Free tech support from Golf Outing Pro’s team





## 2019 RATES

### Seasonal Date Ranges

**Spring:** Open-May 9th

**Regular:** May 10th-September 22nd

**Fall:** September 23rd-end of season

### Number of Players Required to Shotgun Across 9, 18 or 27 Holes

**9-holes:** 60 players

**18-holes:** 120 players

**27-holes:** 164 players

*If you have less than the listed number of players, you can still start as a shotgun, but we will modify the start using a specific allotted number of holes.*

### Shotgun Start Definition

A shotgun is a way for the golf course to start all players at one time and finish (almost) at the same time. If you have 144 players, then you would have two foursomes on all 18 holes. This is considered a “full field”.

### Modified Shotgun Start Definition

Modifying the shotgun assists the course by maximizing the total number of players on the course. If you have less than a full field, our course policy is to start your group as a modified shotgun.

**Example:** *If you have 80 golfers, we will place two foursomes, modified backwards on the course, using holes 1, 18, 17, 16... back to hole 10.*

## REGULAR OUTING RATES

### REGULAR SEASON 2019 Rates

These rates are valid for groups who have over 40 golfers, play 18 holes and purchase at least one catered meal

	<b>Weekday</b> (Mon.-Thurs.)	<b>Weekend</b> (Fri.-Sun.)
Eagle Eye	\$ 85.00	\$ 95.00
Hawk Hollow	\$ 55.00	\$ 65.00
Timber Ridge	\$ 50.00	\$ 60.00

### SPRING 2019 Rates

These rates are valid for groups who have over 40 golfers, play 18 holes and purchase at least one catered meal

	<b>Weekday</b> (Mon.-Thurs.)	<b>Weekend</b> (Fri.-Sun.)
Eagle Eye	\$ 59.00	\$ 65.00
Hawk Hollow	\$ 39.00	\$ 45.00
Timber Ridge	\$ 30.00	\$ 35.00

### FALL 2019 Rates

These rates are valid for groups who have over 40 golfers, play 18 holes and purchase at least one catered meal

	<b>Weekday</b> (Mon.-Thurs.)	<b>Weekend</b> (Fri.-Sun.)
Eagle Eye	\$ 65.00	\$ 75.00
Hawk Hollow	\$ 45.00	\$ 49.00
Timber Ridge	\$ 35.00	\$ 39.00





## SUGGESTED CONTEST HOLES

Please specify to your event coordinator whether the contest is combined for men and women with one proximity marker and one prize for the winner; or two separate contests, two proximity markers and two prizes, one for each winner.

### EAGLE EYE

**Longest Drive:**

Front (1-9): #4  
Back (10-18): #14

**Longest Putt:**

Front (1-9): #9  
Back (10-18): #18

**Closest to the Pin:**

Front (1-9): #2, #5  
Back (10-18): #12, #17

### HAWK HOLLOW

**Longest Drive:**

Front (1-9): #4, #5, #8  
Back (10-18): #13, #15  
Third (19-27): #20, #25

**Longest Putt:**

Front (1-9): #1, #9  
Back (10-18): #10, #18  
Third (19-27): #23, #27

**Closest to the Pin:**

Front (1-9): #3, #7  
Back (10-18): #12, #17  
Third (19-27): #22, #26

### TIMBER RIDGE

**Longest Drive:**

Front (1-9): #5  
Back (10-18): #10

**Longest Putt:**

Front (1-9): #1  
Back (10-18): #18

**Closest to the Pin:**

Front (1-9): 4, #8  
Back (10-18): #11, #16

### WOODSIDE

**Longest Drive:**

Front (1-9): #2, #9  
Back (10-12): #10

**Longest Putt:**

Front (1-9): #1, #6  
Back (10-12): #12

**Closest to the Pin:**

Front (1-9): #4, 8  
Back (10-12): #11

### LITTLE HAWK

**Longest Drive:**

Front (1-9): #4, #9  
Back (10-18): #13, #18

**Longest Putt:**

Front (1-9): #2, #8  
Back (10-18): #12, #16

**Closest to the Pin:**

Front (1-9): #1, #6  
Back (10-18): #10, #14

### THE FALCON

**Longest Drive:**

Front (1-9): #2, #5, #9

**Longest Putt:**

Front (1-9)

**Closest to the Pin:**

Front (1-9)

## 2019 RESERVATION FORM

Sending back this form will hold the golf course and banquet room for your event.  
An official contract and event function sheet will follow.

**Event Name:** \_\_\_\_\_

*All reservations will be made under this official name*

**Event Date(s):** \_\_\_\_\_

*Please note your preferred date and list a back-up date in case your first selection is not available*

*Please highlight or circle one. To learn more about each facility go to: [www.eagleeyegolfclub.com](http://www.eagleeyegolfclub.com)*

**Facility:** Eagle Eye / Hawk Hollow / Timber Ridge / Woodside / The Falcon / Foot Golf / Little Hawk

**Number of Holes:** 9 \_\_\_\_\_ / 18 \_\_\_\_\_ / 27 \_\_\_\_\_ / 36 \_\_\_\_\_ / 12 \_\_\_\_\_ (Woodside Golf Course only)

*Mark next to the number of holes wanting to be played*

**Peak # of Golfers:** \_\_\_\_\_ / **Min. Guarantee of Golfers** \_\_\_\_\_

*Maximum capacities: 9-holes - 72 golfers, 12-holes - 96 golfers, 18-holes - 144 golfers, 27-holes - 216 golfers.*

**Start Time:** \_\_\_\_\_ (note whether you need a shotgun start or tee times)

*All shotgun starts must begin no later than 10AM*

### Desired Banquet Room

<b>Eagle Eye –</b>	Log Cabin (20-60 guests)	Hillside (60-180 guests)	Lakepoint (100-230 guests)	Grand Garden (250-450 guests)
<b>Hawk Hollow –</b>	Patio II (20-40 guests)	Lakeview (60-180 guests)	Patio I (100-160 guests)	Patio I & II (160-220 guests)
<b>Timber Ridge –</b>	Outdoor Pavilion (100-250 guests)	Indoor Banquet Room (60-150 guests)		

### Primary Contact information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone Number: Work – (\_\_\_\_) \_\_\_\_\_ / Cell – (\_\_\_\_) \_\_\_\_\_