

2023 GOLF CLASSIC DAY OF EVENT JOB DESCRIPTIONS

Golfer Check-In/Registration Set Up (8:30-9:30 am) (CCEB staff and GC):

1. Un-packs and sets up tee prizes/bags on tables; puts bags on top and under tables for distribution.
2. Sets up 2-sponsor and foursome photo posters on easels provided by country club between registration tables/tents and coffee cart.
3. Sets up CCEB 2022 Impact Reports in 8.5"x11" Lucite table signs near registration stations
4. Sets up raffle prize description signs in front of each registration station.
5. Sets up raffle drum behind 3-registration stations.
6. Readies 3 - golfer check-in/registration stations on table(s) with:
 - a. 3-alpha check-in 8.5"x11" Lucite table signs,
 - b. 3-golfer registration lists,
 - c. 3-Mulligan/Grenade 11x14" signs at each station,
 - d. Coupons for sale - golf package envelopes (1 mulligan & 2 grenades) and water coupons
 - e. Raffle tickets and raffle ticket sales registers,
 - f. 3-cash box(es),
 - g. 3-SQUAREs provided by CCEB for credit card purchases.
7. Sets up 2- trays of breakfast pastries w/tongs, plates, and napkins as dividers between 3 registration stations: sets-up one tray of pastries w/tongs, plates, and napkins at coffee cart.
8. Sets up display of actual raffle prize items (gift certificates kept secure until drawing at closing)

Welcome and Check-In of Golfers (9:30-11:30 am) (CCEB staff and GC):

1. Greets and checks-in registered golfers or records/registers new or substitute golfers. *(Should not need to collect payment since 2023 event is sponsors only)*
2. Offers golfer opportunity to purchase:
 - a. Raffle tickets \$100 each or 8 for \$500; puts large, numbered raffle tickets w/ name and phone number in drum and gives small, numbered stubs to purchasers
 - b. Golf packages: \$25 mulligan and grenade envelopes or \$20 water hazard coupons envelopes
3. Records purchases or donations on golfer registration or raffle ticket sales registers
4. Collects cash and check payments:
 - a. Puts cash and check payments in cash box
 - b. Processes credit card payments using SQUARE
5. Reminds golfers the driving range is open and a marshal will drive them in a cart or the practice green is open to our left and that they are to report to their carts at 11:00 am for course rules and shotgun start at 11:30 am.
6. Directs golfers to pick up tee prizes and tee prize bags at left end of table

Tee Prize and Tee Prize Bag Distribution (9:30-11:30 am) (CCEB staff and GC):

1. Sets-up tee prizes and tee prize bags for distribution to golfers on tables to left of registration stations.
2. Greets and thanks golfers.
3. Staffs table and distributes tee prize bags after golfers register.
4. Directs golfers to coffee cart (to right in front of fence surrounding outdoor patio area).



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Volunteer Welcome and Orientation (10:45-11:00 am and 1:45-2:00 pm) (CCEB volunteer coordinator):

1. Greets, welcomes, and thanks volunteers.
2. Explains that morning shift will be given a box lunch.
3. Offers water bottle(s) and explains that may get a non-alcoholic beverage from the beverage carts when cart is stopped at their assigned hole.
4. Provides Hole Contest page with instructions and map for holes 7, 10, 15 and 18 (2)
5. Asks volunteers on holes 7, 15 and 18 (water hazard) to sign-out for hole cash bag.
6. Provides water coupons in cash bags for water hazard holes 7 and 18.
7. Directs volunteers to carts to drive to assigned hole

Post-Registration Balancing and Clean-up (11:30 am – 12:45 pm) (CCEB staff and GC)

1. Balances cash, checks and SQUARE credit card payments using reconciliation sheet following cash handling procedures (in cash boxes).
2. Collects all posters and easels, moves, and sets up on tables by outdoor bar area in front of pro shop near stairs.
3. Packs up all extra tee prize bags and other registration materials as appropriate for later transport at end of event.
4. Moves raffle drum, raffle prize description signs and any physical raffle prizes to table outside of pro shop for drawing during cocktail hour.

Foursome Photographers (Blackhawk: 1st Hole) (CCEB staff and/or volunteers)

(2-shifts: 11:00 am-2:15 pm and 2:00-5:15 pm or until last foursome has played through hole 1)

1. Moves from registration area and sets up "Foursome Photos" poster
2. Takes pictures of foursomes.
3. Works with second volunteer to begin printing photos at 12:00 pm and throughout the day.
4. Prints 4 copies for each foursome or 3 copies for a threesome and puts on table in front of pro shop in outdoor patio area.

Coupon sellers and ball spotters at Water Hazard Holes (Blackhawk: 7th and 18th Holes) (Volunteers)

(2-shifts: 11:00 am-2:15 pm and 2:00-5:15 pm):

1. Sets up or verifies that marshals set up signage for Water Hazard "Keep your balls dry" option.
2. Collects at tee marker \$20 to purchase "Keep Your Balls Dry" coupon to allow a ball drop on near water hazard; puts money in cash bag.
3. If volunteer available, acts as a spotter at the ball drop location near water hazard.

Witness/Videographer at Premium Hole-in-One (Blackhawk: 10th Hole) (Volunteers)

(2-shifts: 11:00 am-2:15 pm and 2:00-5:15 pm):

1. Witnesses each golfer's shot to verify potential hole-in-one.
2. If hole-in-one: notes golfer's name and foursome.

Contest sellers and witnesses at Bryson deChambeau Hole (Blackhawk: 15th Hole) (Volunteers)

(2-shifts: 11:00 am-2:15 pm and 2:00-5:15 pm):



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1. Sets up or verifies that marshals set up signage for Bryson deChambeau Hole.
2. Collects at tee marker either \$20 before tee off or \$30 after tee off to participate in 350-yd shot
3. Puts money in cash bag.
4. Witnesses at 350 yd marker each golfer's shot.

Closing Ceremonies Set Up in outdoor patio area: (12:30-4:00 pm) (CCEB staff and GC)

1. Sets up posters and CCEB tablecloths.
2. Sets up foursome photo table(s) as foursome photos are printed. At end of play, move Foursome Photo poster from 1st hole and place next to table(s).
3. Sets up golfer prize table with bottles of wine (put in shade).
4. Sets-up raffle ticket sales table with actual raffle prize items and raffle drum filled with tickets.
5. CCEB staff maintains one cash box and SQUARE provided by CCEB for credit card purchases with raffle tickets and raffle ticket sales registers.

Roaming Raffle Ticket Salespersons (appx. 4:00-5:00 pm) (CCEB development staff):

1. Sells raffle tickets during cocktail hour up until "last call" before drawing.
2. Collects cash and checks or processes credit card payments using SQUARE provided by CCEB.
3. Puts large, numbered raffle tickets w/name and phone number in drum and gives small, numbered stub to purchaser.
4. Puts cash or check payments in cash box.
5. At close of raffle ticket sales, balances cash, checks and SQUARE credit card payments using reconciliation sheet following cash handling procedures (in cash boxes).

Raffle Ticket Drawing and Prize Distribution (timing depends on when foursomes end play) (CCEB staff and GC)

1. After "last call" to purchase tickets, spins raffle drum and pulls winning tickets in prize number order (starts at lowest value prize).
2. Writes name and ticket number from pulled ticket on printed spreadsheet listing raffle prizes; and writes prize # and prize description on raffle ticket; winning tickets put in an envelope.
3. 5:00 PM: Starting with lowest value prize announces winners during cocktail hour in-between other announcements.
4. Using 1-2 runners, verifies and collects winning ticket number stub and awards raffle prizes to winners, if present, in the outside bar area.

End of event cleanup: (CCEB staff and GC)

1. Organize and neatly stack for transport to CCEB all tee signs from course (marshals bring in from course at end of play).
2. Pack up all supplies, signage, and reusable posters for transport to CCEB.
3. Load van (cash boxes with Squares inside), tee signs, reusable posters, box of 4 8.5x11 Lucite table stands) and any other supplies or materials, including leftover volunteer soda and water.