

GOLF OUTING INFORMATION



The Area's Best Golf Outing Facility

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Golf Outing Coordinator,

Whether it is your 1st golf outing or your 101st annual event, we want to work closely with you to ensure that this year's event is a successful one! The following pages will provide you with the information you need to get your golf outing started. Please remember that my staff and I are available every step of the way to assist in your planning. We have a variety of packages for you to choose from, or we can customize any of the packages to meet your specific needs. Thank you for your interest in Prairie Woods Golf Course, and I look forward to the opportunity of hosting your next event!

Fore Better Golf,

Joe Shirk

PRAIRIE WOODS GOLF COURSE

608-883-6500

JOE@PRAIRIEWOODSGOLFCOURSE.COM



Golf Outing Packages

Weekdays (Monday-Thursday)

\$35 PER PERSON

Weekends (Friday-Sunday)

\$45 PER PERSON

INCLUDED IN YOUR FEE:

- Communication with outing coordinator to ensure no detail is overlooked
- Greens fee and golf car fee
- Player's name on their golf car
- Scorecard on each golf car
- Rules sheet and hole contests on each golf car
- Staff to assist players with golf bags
- Registration area
- Escorts to your starting holes
- Hole contests placed on course and picked up after event
- Hole sponsor signs placed on course and picked up after event
- Scoring services provided on the deck by golf professional
- Extended golf shop hours to allow for gift certificate redemption
- Golf Professional available to emcee your awards presentation
- Unmatched customer service from start to finish

OPTIONAL EXTRAS:

- Betting Hole contest
- Shirt Hole contest
- Putting contest

WE UNDERSTAND THAT EACH GROUP HAS DIFFERENT NEEDS AND WILL DO OUR BEST TO ACCOMMODATE ANY SPECIAL REQUESTS THAT YOU MAY HAVE.

Package prices are based on a minimum of 40 players and are subject to a 5.5% sales tax charge unless we are provided with a "Not for Profit" designation certificate.



Menu Options

BREAKFAST

CONTINENTAL BREAKFAST

Muffins, doughnuts, juice and coffee

\$5.99 per person (add fruit for \$2 per person)

BREAKFAST BUFFET (MINIMUM 30 PEOPLE)

Scrambled eggs, hash browns, sausage, bacon, biscuits and gravy

Juice & Coffee

\$9.99 per person (add fruit for \$2 per person)

APPETIZERS

VEGETABLES WITH DIP **\$55**

TACO DIP WITH CHIPS **\$55**

CHEESE, SAUSAGE, & CRACKER TRAY **\$65**

MEATBALLS **\$60**

STUFFED MUSHROOMS **\$65**

CHICKEN WINGS **\$65**

Each appetizer tray serves approximately 25 people.

Prices subject to 18% service charge and 5.5% sales tax



Menu Options

BUFFET STYLE LUNCH

SANDWICH (CHOOSE TWO)

GRILLED CHICKEN BREAST
HAMBURGER
PORK BARBEQUE
ITALIAN BEEF
BRAT
HOT DOG

SIDES (CHOOSE TWO)

POTATO SALAD
PASTA SALAD
APPLESAUCE
COLESLAW
BAKED BEANS

*Includes Potato Chips & Cookies
\$15.99 PER PERSON

LUNCH TO GO

BOX LUNCH

Cold deli sandwich (ham, turkey, or roast beef) served with potato chips and a cookie. (Add \$1 for fruit)

\$9.99 PER PERSON

BUFFET STYLE DINNER

OUR FAMOUS FISH FRY

Baked Cod
Fried Cod
Fried Chicken

Served with Choice of 2:

Baked Potatoes, French Fries, Potato Pancakes, Chips, Coleslaw, or Rolls

\$16.99 PER PERSON

Prices subject to 18% service charge and 5.5% sales tax



Menu Options

BUFFET STYLE DINNER

House salad and rolls included with all dinner buffets

OPTION 1: STEAK COOKOUT

Char grilled 10 ounce USDA choice center cut sirloin served with choice of potato/pasta and choice of vegetable
(add Boneless Chicken Breast for \$4 per person)

OPTION 2: ENTREES (CHOOSE TWO)

BONELESS CHICKEN BREAST

Southwestern marinated grilled chicken

BAKED HAM

Sliced oven roasted pit ham with orange glaze

ROAST TURKEY

Deep fried & sliced breast with homemade gravy

ROAST PORK

Smoked pulled pork

ROAST BEEF

USDA choice sirloin served with beef au jus

PRIME RIB

14 ounce USDA choice oven roasted king cut served with au jus.

POTATO (CHOOSE ONE)

Choice: Roasted Baby Reds

Au Gratin Potatoes

Baked Potato

Garlic Mashed Potatoes

VEGETABLE (CHOOSE ONE)

Choice: Green Beans

California Medley

Buttered Corn

Baked Beans

\$18.99 PER PERSON - (\$21.99 PRIME RIB)

Prices subject to 18% service charge and 5.5% sales tax



Menu Options

DESSERTS

CHEESECAKE

\$4 per person

APPLE CRISP A LA MODE

\$4 per person

ICE CREAM

\$3.00 per person

BROWNIE TRAY

\$2.50 per person

COOKIE TRAY

\$2.50 per person

Prices subject to 18% service charge and 5.5% sales tax

BEVERAGE OPTIONS

DRINK COINS

May be purchased for \$3 each (including tax) to be distributed to your players. Coins can be redeemed for any domestic beer, soda, Gatorade or water at any of our beverage service locations. \$.50 gratuity will be added per coin.

BEVERAGE TAB

We will run a tab at desired beverage service locations for your group (bar, beverage carts, and tent). 18% gratuity will be added.

CASH BAR

Guests may purchase beverages from all of our beverage service locations at their own expense.



Prizes and Gifts



MOBILE PRO SHOP

Choose a company to come and set up a mobile pro shop with the latest in apparel, shoes, clubs, bags, balls, headwear, and more! Give each player a certificate at registration to spend in the mobile shop. The greatest 'tee gift' you can give to show your appreciation for attending your event!

TAYLORMADE / ADIDAS	\$7.500
NIKE	\$5.000
TITLEIST / FOOTJOY	\$3.000

(Above amounts are minimum required total purchase.
Ex: 100 players receiving \$75 Gift Cards = \$7,500)

Professional sales reps from the company of your choice are on site from start to finish providing assistance to your guests. This amenity is first class and will separate your event from all the others! Your guests will be eager to come back year after year and bring their friends!



Prizes and Gifts

PRAIRIE WOODS PRO SHOP

ARNIE PACKAGE - \$20 PER PERSON (following example based on 50 players)

- *Each player receives a \$10 certificate to spend in our pro shop (\$500)
- *(6) Hole Event winners receive \$25 certificate (\$150)
- *1st Place Team (4 players) receive \$50 certificate (\$200)
- *2nd Place Team (4 players) receive \$25 certificate (\$100)
- *Last Place Team (4 players) receive a group golf lesson certificate (\$50)
- *You get \$200 for FREE to spend in the shop for more prizes!

JACK PACKAGE - \$40 PER PERSON (following example based on 50 players)

- *Each player receives a \$20 certificate to spend in our pro shop (\$1000)
- *(8) Hole Event winners receive \$25 certificate (\$200)
- *1st Place Team (4 players) receive \$100 certificate (\$400)
- *2nd Place Team (4 players) receive \$50 certificate (\$200)
- *3rd Place Team (4 players) receive \$25 certificate (\$100)
- *Last Place Team (4 players) receive a group golf lesson certificate (\$100)
- *YOU GET A NEW TAYLORMADE DRIVER (\$400) FREE TO AUCTION OFF!**
- *EACH PLAYER RECEIVES A CERTIFICATE FOR A FREE ROUND OF GOLF WITH GOLF CAR TO COME BACK AND PLAY PRAIRIE WOODS GOLF COURSE AGAIN!**

TEE GIFTS

We offer a wide variety of products from numerous vendors that can all be customized with your group's logo. Products and prices vary and may require a minimum quantity purchased for customization. Once we get your order and your logo or artwork, we will work with the selected vendor to ensure your products are delivered on time and to your specifications. Please allow 4-6 weeks for this process.

POPULAR ITEMS INCLUDE:

Golf Balls – Golf Shirts – Hats – Towels – Windshirts

Outing Coordinator Checklist

UP TO 1 YEAR OR MORE BEFORE EVENT:

- ❑ Set the date. Keep in mind your player's/company's calendars. Be aware of other community calendars that may prohibit the best possible attendance.
- ❑ Set the event start time. Choose a start time with regards to meals being served. (Participants should plan on arriving at the golf course at least a half an hour before the start time, and awards/prize ceremonies can take an hour or more after the event.)
- ❑ Determine preliminary player count. The facility will set aside space on the course based on the preliminary count. Regular communication between golf course staff and the coordinator is essential to allow for any changes in numbers and to ensure proper space on the golf course.
- ❑ Determine budget and the outing package that best meets your group's needs.
Book the course. Once you have a firm date, event start time, projected player count, and package selection, contact the golf course to book your event.
- ❑ Check deposit and confirmation requirements. Credit card information and a signed contract may be required and look over cancellation policies.

6 TO 8 MONTHS BEFORE EVENT:

- ❑ Locate sponsors as desired to raise funds, defray costs, and increase participation.
- ❑ Decide in advance if you want participants to prepay all fees. This often helps in getting an accurate player count.
- ❑ Determine the format of the outing. Set the format to mirror your player's abilities. Golf staff can help determine what the best format is for your group.

4 TO 6 MONTHS BEFORE EVENT:

- ❑ Publicize with initial announcement of date, send out flyers or invitations, run advertisements. Make sure to include all pertinent details.
- ❑ Include in advertisements and brochures: registration fees, deadlines to register, and easy contact information for any questions.
- ❑ Arrange for volunteers. They may be used to assist with event registration, betting holes, monitors on hole-in-one events, etc.

1 MONTH BEFORE EVENT:

- ❑ Provide participants with directions and golf course information regarding dress code as well as registration times, tee times, and lunch/dinner times.
- ❑ Discuss hole events, betting holes, putting contests, skins games, etc. with golf staff

1 WEEK BEFORE EVENT:

- ❑ Provide a final list of all participants that will be playing to the golf course. The coordinator should organize the foursomes, but the golf staff will determine the starting hole assignments.
- ❑ Provide final list of hole events to golf staff
- ❑ Inform golf staff of any special circumstances (example: rental sets needed).

DAY OF THE EVENT:

- ❑ Volunteers will need to meet with golf staff 1 hour prior to the event for instructions.
- ❑ Players should arrive at the facility at least half an hour before the start of the event.
- ❑ Provide final payment. Checks are preferred.
- ❑ Enjoy the day (If you have followed the guidelines, this one should be easy!!!)



Policies

GOLF

Final player count and pairings due 10 days prior to your event. Golf shop staff will assign starting holes. No carry on coolers or food or beverages allowed on the golf course. Each player must have his/her own set of clubs. (Rentals available) Collared golf shirts recommended, tee shirts will be allowed. Sleeveless shirts may be worn by ladies only. Soft spike golf shoes or tennis shoes required. Work boots and flip flops may not be worn on the golf course. Players must follow the golf car usage rules and policies.

FOOD AND BEVERAGE

Final numbers due 10 days prior to your event. You will be billed for that number of people plus any extras that are served. Gratuity on all food and beverages purchased is 18%. Wisconsin State Sales Tax and Rock County Sales Tax is 5.5%. Linen service is included in all dinner buffet and entrée selections.

EXTRAS

Sound system and wireless microphone available for prize presentation. Number of prize tables needed required 10 days prior to your event. Desired registration location required 10 days prior to your event.

DEPOSIT

\$300 deposit required to reserve your date and will be applied to final bill. Final bill to be paid the day of your event.

I HEREBY ACKNOWLEDGE THAT I HAVE READ AND AGREE TO ALL POLICIES STATED ABOVE.

NAME: _____ **DATE:** _____