



## Tournament & Special Event Planning

We are delighted that you have considered Cypress Ridge Golf Course as the site for your special event!

Having your event at Cypress Ridge gives your participants some of the best tournament amenities around the area. We offer our groups their very own tournament/event website, which allows golfers to sign-up and prepay online using our online store and credit card processing. Along with your own website to advertise your event and to sign up participants our event software allows golfers to enter their scores through their phones while playing on the golf course giving your group a live scoreboard viewable at anytime on the course or in the clubhouse as you see on tv watching the pros.

Our pre-tournament amenities include staged golf carts equipped with custom rule sheets, custom golf cart name tags, and custom scorecards. Also provided with our events is access to driving range, event registration table set up, as well as an optional food and beverage options. During the round guests can enjoy exciting hole contests, fully stocked beverage carts and/or individual coolers stocked specifically for them. Meanwhile, our Marshalls will service the course to maintain pace of play and make certain your guests are enjoying themselves.

What to expect on the day of your golf event:

**Coordinators and volunteers:** You should plan to arrive 1.5-2 hours before the event start. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your golfers arrive.

**Golfers:** Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and be in their golf cart ready for announcements.

**Golfer arrival:** Upon arrival, guests will be greeted and directed to the registration area. A staff member will be on hand to help golfers located their staged golf cart and directions to driving range.

**Registration:** Cypress Ridge will provide one registration table or several upon request based on number of volunteers, tee gifts or auction items. Registration is typically done inside, however, upon request it can be set up outside.

**Tee Signs and Sponsor Signs:** Our staff will place all tee signs, hole-in-one signs and sponsor signs for your event on the golf course. We ask that you deliver them the day before your event. After your event, your signs will be collected by our staff for you to take with you.

**Contest Signs:** Our staff will provide all required contest signs to add extra enjoyment to your event. CRGC will place them on the golf course and retrieve them at the end of your event.

**Starting your Event:** Our staff will give your group a warm welcome and go over the outing format, rules of play and other instructions for the day. If you have speaker or someone to address your group please let them know announcements will be made approximately 10 minutes before the start of your event.

**Scoreboard:** We offer live scoring on the golf course via your golfers cell phones. Large screen TV displays the scores as the golfers are coming in off of the course. A detailed results report and gift certificates will be dispersed amongst the winners once all of the golfers are finished.

**Banquet Service:** Our food and beverage staff will monitor the pace of play during your event and have food set up and ready for golfers as they come in off of the course.

*It's as easy as 1-2-3...4. Simply follow the steps, select which top quality option serves your needs best and we'll do the rest!*

<b>Step 1: Golf</b>	<b>Price</b>	<b>Sub-Total</b>
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Choose which day of the week your group is requesting a tournament/event followed by the actual date. Fees include 18-hole green fee, golf cart, range balls (staged 1-hour prior to start of event), tournament fee which includes but not limited to event scoring software, customized scorecards, customized cart tags, customized rule sheets, website, live leaderboard, mobile app. scoring, online registration & credit card processing)

Monday – Friday	Requested Date: _____	\$40.00/player	\$ _____
Saturday - Sunday	Requested Date: _____	\$45.00/player	\$ _____

<b>Step 2: Food and Beverage</b>	<b>Price</b>	<b>Sub-Total</b>
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<b>Continental Breakfast</b> Combination of danish, muffins, donuts, Juice and Coffee	\$ 4.00/person	\$ _____
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<b>The Light Lunch</b> Nathan's All Beef Hotdog OR Johnsonville Bratwurst (must select prior to event), Chips, Jumbo Cookie and a Non-Alcoholic Beverage	\$6.00/person	\$ _____
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<b>Box Lunch</b> Combination of Ham & Turkey Sandwich, Chips, Candy Bar, and a Non-Alcoholic Beverage	\$ 8.50/person	\$ _____
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<b>Taco Salad Bar</b> Seasoned beef, black beans, nacho cheese, shredded cheese, jalapeños, tomatoes, lettuce, sour cream, tortilla chips & Non-Alcoholic Beverage	\$ 9.00/person	\$ _____
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<b>The Burger Meal</b> 1/3 pound Burger, Baked Beans, Chips, Cookies, and a Non-Alcoholic Beverage	\$10.00/person	\$ _____
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<b>The All American Meal</b> 1/4 pound Burger, Johnsonville Bratwurst, Potato Salad, Baked Beans, Chips, Cookies, and a Non-Alcoholic Beverage	\$12.00/person	\$ _____
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<b>Pulled Pork Meal OR Smoked Chicken Meal</b> Pork or Chicken Sandwich (must preselect prior to event), Potato Salad, Baked Beans, Chips, Cookies, and a Non-Alcoholic Beverage	\$12.00/person	\$ _____
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<b>Brisket Meal</b> Brisket Sandwich, Potato Salad, Baked Beans, Chips, Cookies, and a Non-Alcoholic Beverage	\$14.00/person	\$ _____
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<b>Appetizers (choose from 4 options):</b> A) Nacho cheese, salsa & tortilla chips    C) Fruit Tray B) Vegetable tray with dip                    D) Pinwheel platter	\$3.00/person/option	\$ _____
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<b>Beverage Coupons</b> Redeemable for Bottled Water, Gatorade, Soda, or Canned Beer	\$ 3.00/person	\$ _____
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<b>Catered Meal Fee</b> Covers usage of banquet room and other areas of the facility, setup and clean up of said area	\$ 200.00/event	\$ _____
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<b>Step 3: Payouts</b>	<b>Price</b>	<b>Sub-Total</b>
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Choose the amount of Golf Shop Credit you would like to spend. Gift certificates will be awarded to winners following the tournament.

Golf Shop Credit	\$ 6.00 Golf Shop Credit	\$ _____
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Other Amount		\$ _____
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<b>Step 4: Choose any additional items your event would enjoy.</b>	<b>Price</b>	<b>Sub-Total</b>
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<b>Bottled Water</b> Served in ice chests or staged on carts 1-hour prior to start of event.	\$ .50/person	\$ _____
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<b>Hole-In-One Insurance**</b> Player(s) who record a hole-in-one will win \$1000.00 gift certificate for merchandise at any Shawnee County owned and operated golf shop. See event contract for rules.	\$ 2.00/person	\$ _____
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<b>Additional Volunteer Golf Carts</b> Events get 2 volunteer golf carts at no charge based on available golf carts. All extra golf carts for volunteers must be rented.	\$20.00/cart	\$ _____
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<b>Total Per Person</b>		\$ _____
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