

# **NGCOA University IV: Outings & Leagues**

Linda Rogers, Juday Creek Golf Course

Friday, Feb. 6, 11:15 am – 12:15 pm



September 20, 2008

Dear Mark,

Thanks so much for considering Juday Creek as a potential site your 2009 Golf Outing. At Juday Creek, we pay attention to all the details, ensuring that your event runs smoothly from start to finish. Our staff will assist you in any way possible to make your job easier. I think, this is what makes us the premiere golf outing facility in Michiana.

We provide custom cart signs, scoring and can supply proxies for special-hole events such as “closest to the pin” or “longest drive.” Locker rooms and showers are also available for your use. These services are included in our prices.

With this information, you will find our Outing Price List, our Outing Guidelines along with our Lunch and Dinner menus. Following are a list of package options that may work for your event. If one of these is not what you are looking for we can certainly create others, *there are endless ways to put together your event*. These prices are all inclusive, per person and there are no other hidden fees.

All of our meals are served in our beautiful air conditioned banquet room that overlooks the golf course. This is nice because after their round golfers can come in and relax while they eat.

Please note that we do not have a beverage cart, instead we provide each foursome with a cooler that they have with them throughout the day, included in the packages below is 4-beverages per person (pop, beer and water) which they can exchange anyway they want as they make the turn. They can then purchase additional beverages themselves. We can also do packages with unlimited beverages if you are interested in that. This has proven to be a great system as players have what they want with them, are not waiting for a beverage cart and there is no delay in play.

Option 1	Option 2 <i>AM Shotgun</i>	Option 3	Option 4
<b>Hot Dogs and Brat Tickets</b> Range Balls Greens Fees and Cart Beverages on the Course <b>Light Hors D’oeuvres</b> <b>After</b>	Coffee & Donuts Range Balls Greens Fees and Cart Beverages on the Course <b>Mixed Grill or Sandwich</b> <b>Buffet</b>	<b>Mixed Grill or Sandwich</b> <b>Buffet</b> Range Balls Greens Fees and Cart Beverages on the Course <b>Hors D’oeuvres After</b>	<b>Mixed Grill</b> Range Balls Greens Fees and Cart Unlimited Beverages on the Course <b>Dinner After*</b>
Normal Price: \$59.00  <b>Package Price: \$54.00</b>	Normal Price: \$66.00  <b>Package Price: \$59.00</b>	Normal Price: \$71.00  <b>Package Price: \$64.00</b>	Normal Price: \$88.00  <b>Package Price: \$78.00</b>

We do have the date of July 18<sup>th</sup> open at this time for either an AM or PM shotgun. Thanks again for considering Juday Creek; we hope to work with your event.

Very truly yours,

Michelle Wittig  
General Manager  
Juday Creek Golf Course  
14770 Lindy Drive  
Granger, IN 46530  
(574) 277-4653 phone  
(574) 273-0089 fax  
[www.judaycreek.com](http://www.judaycreek.com)

# GOLF OUTING PREPARATION WORKSHEET

## GENERAL EVENT INFORMATION

DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE: \_\_\_\_\_

STARTING TIMES: Golf \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_

NUMBERS: Golf \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_

ACTUAL TEE OFF TIME: \_\_\_\_\_ TIME FIRST GROUP FINISHED: \_\_\_\_\_ TIME LAST GROUP FINISHED: \_\_\_\_\_

## GOLF COURSE RELATED INFORMATION

STARTING FORMAT: Tee Times Back-Up Shotgun  
GOLF FORMAT: Scramble Own Ball Best Ball Other: \_\_\_\_\_

PROXIES: Closest to the Pin: \_\_\_\_\_ / \_\_\_\_\_ Other: \_\_\_\_\_  
Longest Drive: \_\_\_\_\_ / \_\_\_\_\_ Other: \_\_\_\_\_  
Longest Putt: \_\_\_\_\_ / \_\_\_\_\_ Other: \_\_\_\_\_

TEE SIGNS: Yes No TEES: White Gold Red  
RANGE BALLS: Tab On Their Own Piles on the Range

## PRO SHOP INFORMATION

SCORING: Yes No FORMAT: \_\_\_\_\_  
PLACES: 1<sup>st</sup> 2<sup>nd</sup> 3<sup>rd</sup> Last Other: \_\_\_\_\_  
GIFT CARDS NEEDED: Yes No PRO SHOP MERCHANDISE NEEDED: Tab On Their Own  
1<sup>st</sup> Place: # \_\_\_\_\_, \$ \_\_\_\_\_ 2<sup>nd</sup> Place: # \_\_\_\_\_, \$ \_\_\_\_\_ 3<sup>rd</sup> Place: # \_\_\_\_\_, \$ \_\_\_\_\_  
Proxies: Closest to the Pin: \$ \_\_\_\_\_ Longest Drive: \$ \_\_\_\_\_ Longest Putt: \$ \_\_\_\_\_

## FOOD AND BEVERAGE INFORMATION

BEVERAGES ON THE COURSE: Yes No 4 per person Open  
Number of Coolers: \_\_\_\_\_ Pop per Cooler: \_\_\_\_\_ Beer per Cooler: \_\_\_\_\_ Water per Cart: \_\_\_\_\_ Other: \_\_\_\_\_

BREAKFAST: Coffee Orange Juice Donuts Buffet: \_\_\_\_\_

LUNCH: Hot Dogs/Brats Burgers Boxed Lunches Other: \_\_\_\_\_  
Sandwich Buffet Mixed Grill Burgers/FF Subs/FF

HORS D'OEUVRES (Snacks): \_\_\_\_\_

DINNER: Prime Rib 1# Pork Chops NY Strip St/Ch Parm Chicken Other: \_\_\_\_\_

HORS D'OEUVRES (Snacks): \_\_\_\_\_ LOUNGE: Cash Open: \_\_\_\_\_

## GENERAL EVENT NOTES

I have read and understand this outing worksheet: (Please Initial)

# GOLF OUTING CHECKLIST

OUTING: \_\_\_\_\_ DATE: \_\_\_\_\_

*Please sign when you complete an item.*

## Day Before Outing

Cart Signs Made: \_\_\_\_\_ Scorecards: \_\_\_\_\_  
Alphabetical List: \_\_\_\_\_ Hole Assignments: \_\_\_\_\_  
Proxies Made: \_\_\_\_\_ Lead Out Guide: \_\_\_\_\_  
Coolers Packed: \_\_\_\_\_ Rule Sheets: \_\_\_\_\_  
Gift Certificates: \_\_\_\_\_ Event Winners Sheet: \_\_\_\_\_

## Day of Outing ... Before

Registration Area Cleaned: \_\_\_\_\_ Registration Table Set-up: \_\_\_\_\_  
Sponsor Signs Put Out: \_\_\_\_\_ Proxies Put Out: \_\_\_\_\_  
Lines on Course: \_\_\_\_\_ Hole in One Set-up: \_\_\_\_\_  
Carts Set-up: \_\_\_\_\_ Keys Pulled: \_\_\_\_\_  
Cart Signs Put On: \_\_\_\_\_ Scorecards Put On: \_\_\_\_\_  
Pencils Put On: \_\_\_\_\_ Rule Sheets Put On: \_\_\_\_\_  
Repair Tools put on: \_\_\_\_\_ Ball Marks put on: \_\_\_\_\_  
Bag Drop Set-up: \_\_\_\_\_ Coolers Iced: \_\_\_\_\_  
Lead Out personnel briefed: \_\_\_\_\_ Coolers Loaded: \_\_\_\_\_  
Keys Back in carts: \_\_\_\_\_ Announcements Ready: \_\_\_\_\_

## *Shotguns and Back-ups:*

Is course clear? \_\_\_\_\_ Last group to turn: \_\_\_\_\_

## Day of Outing... After

Write-in on Red Sheet Finishes: \_\_\_\_\_ Pick-up Proxies: \_\_\_\_\_  
Collect Scorecards: \_\_\_\_\_ Collect Coolers: \_\_\_\_\_  
Pick-up Sponsor Signs: \_\_\_\_\_ Organize Carts: \_\_\_\_\_

OUTING DATE: \_\_\_\_\_

EVENT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ HOME/CELL PHONE: \_\_\_\_\_

WORK PHONE: \_\_\_\_\_ FAX NUMBER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

Additional Phone: Name \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

CONTRACT: Sent Date: \_\_\_\_\_ Received Date: \_\_\_\_\_

**GENERAL EVENT INFORMATION**

STARTING TIMES: Golf \_\_\_\_\_ Lunch \_\_\_\_\_ Dinner \_\_\_\_\_ Other \_\_\_\_\_

Estimated Number of Guests: Date: \_\_\_\_\_ Golf: \_\_\_\_\_ Lunch/Dinner: \_\_\_\_\_

One Week Prior Count: Date: \_\_\_\_\_ Golf: \_\_\_\_\_ Lunch/Dinner: \_\_\_\_\_

Guaranteed Number of Guests: Date: \_\_\_\_\_ Golf: \_\_\_\_\_ Lunch/Dinner: \_\_\_\_\_

General Event Notes: \_\_\_\_\_

\_\_\_\_\_

**GOLF COURSE RELATED INFORMATION**

STARTING FORMAT: Tee Times Back-Up Shotgun

GOLF FORMAT: Scramble Own Ball Best Ball Other: \_\_\_\_\_

PROXIES: Closest to the Pin: \_\_\_\_\_ / \_\_\_\_\_ Other: \_\_\_\_\_

Longest Drive: \_\_\_\_\_ / \_\_\_\_\_ Other: \_\_\_\_\_

Longest Putt: \_\_\_\_\_ / \_\_\_\_\_ Other: \_\_\_\_\_

TEE SIGNS: Yes No TEES: White Gold Red

RANGE BALLS: Tab On Their Own Piles on the Range

Golf Course Notes: \_\_\_\_\_

\_\_\_\_\_

**PRO SHOP INFORMATION**

**SCORING:**            *Yes*            *No*            **FORMAT:** \_\_\_\_\_

**PLACES:**    *1<sup>st</sup>*    *2<sup>nd</sup>*    *3<sup>rd</sup>*    *Last*            Other: \_\_\_\_\_

**GIFT CERTIFICATES NEEDED:**            *Yes*            *No*

1<sup>st</sup> Place: # \_\_\_\_\_, \$ \_\_\_\_\_    2<sup>nd</sup> Place: # \_\_\_\_\_, \$ \_\_\_\_\_    3<sup>rd</sup> Place: # \_\_\_\_\_, \$ \_\_\_\_\_

Proxies: Closest to the Pin: \$ \_\_\_\_\_    Longest Drive: \$ \_\_\_\_\_    Longest Putt: \$ \_\_\_\_\_

**PRO SHOP MERCHANDISE NEEDED:**            *Tab*            *On Their Own*

**Pro Shop Notes:** \_\_\_\_\_

## FOOD AND BEVERAGE INFORMATION

**BEVERAGES ON THE COURSE:**            *Yes*            *No*            *4 per person*            *Open*

Pop per Cooler: \_\_\_\_\_    Beer per Cooler: \_\_\_\_\_    Other: \_\_\_\_\_

**BREAKFAST:**            *Coffee*            *Orange Juice*            *Donuts*            *Buffet:* \_\_\_\_\_

**LUNCH:**            *Hot Dogs/Brats*            *Burgers*            *Boxed Lunches*            *Other:* \_\_\_\_\_

*Sandwich Buffet*            *Mixed Grill*            *Burgers/FF*            *Subs/FF*

**HORS D'OEURVES (Snacks):** \_\_\_\_\_

**DINNER:**            *Prime Rib*    *1# Pork Chops*    *NY Strip*    *St/Ch*    *Parm Chicken*    *Other:* \_\_\_\_\_

**LOUNGE:**            *Cash*            *Open:* \_\_\_\_\_

**Food and Beverage Notes:** \_\_\_\_\_

## EVENT FEES

**GENERAL FEES:**

Deposit            \_\_\_\_\_    Date \_\_\_\_\_

Package Price            \_\_\_\_\_

Gift Certificates            \_\_\_\_\_

Other:            \_\_\_\_\_

Other:            \_\_\_\_\_

**PER GUEST FEES:**

**Greens Fee/Cart**            \_\_\_\_\_

**Beverage on Course:**            \_\_\_\_\_

**Lunch:**            \_\_\_\_\_

Dinner:            \_\_\_\_\_

Other:            \_\_\_\_\_

**Event Fee Notes:** \_\_\_\_\_

February 13, 2008

Dear «Contact»,

We look forward to having you at Juday Creek this year for your golf outing as we celebrate our **20<sup>th</sup> Anniversary!** We hope to see you other times in the year as we are planning a lot of exciting specials. ***We will also be launching a new website around the first of April where we will have several online only promotions.***

Enclosed you will find two copies of a contract that reflects the specifics of your golf tournament and ***New 2009 Menus*** to showcase our food selections as well as a brochure from a local company that we have found great to work with that provides Hole in One Insurance. The contract is based on what your group did last year. If you would like to do anything differently we can certainly accommodate your wishes.

Review this document carefully. Please fill out, sign and return one copy to us as soon as possible, the other is for your records. If you find something that seems incorrect on your contract, feel free to call us and we can make adjustments and get you an updated version.

Also enclosed is a list of our *Golf Outing Guidelines*. To make the day enjoyable for everyone, it is important for you to take time to review these guidelines with your participants. We encourage you to distribute a copy of the guidelines to your players. ***We can always help you with discounted tee gifts and prizes for your players.***

To help your outing run as smoothly as possible, we ask that you please do the following:

- Designate only one person as a main contact for us
- Notify us of your food selection well in advance of your outing if still undetermined
- Remit to us your list of participants at least 48 hours in advance  
(Changes to original lists will be handled to the best of our ability)
- Bring any signs for your outing to the course at least one day before the event

(We cannot guarantee placement of signs delivered the day of the event)

As always we look forward to providing outstanding service for your event. Please call if you have any questions or need any additional information.

Regards,

Mike Bilello  
Assistant Manager  
[bilello@judaycreek.com](mailto:bilello@judaycreek.com)

# Juday Creek Golf Course

## Golf Outing Contract

«**Outing**» whose address is «**Address**», «**City**», «**State**» «**Zip**» and Juday Creek Golf Course, 14770 Lindy Drive, Granger, IN 46530, enter into this contract for the provision of a Golf Outing. This golf outing will be held on «**Date**» and will accommodate «**Number**» golfers more or less. The number of total participants, within 8, must be reported to Juday Creek one week prior to the event, and the guaranteed number for payment 48 hours prior to the aforementioned date. Credit for no shows will be in the form of a pass for 18 holes of golf with cart, good anytime.

In order to reserve the aforementioned date Juday Creek Golf Course requires a nonrefundable deposit of \$ **250.00**. The deposit will be applied toward the total charges due and payable the day of the event.

In the event of heavy rain and the course is closed on the day of the event prior to scheduled tee-off time, organizers may reschedule the golf portion or choose rain checks for 18 holes with cart. Depending on time of cancellation and menu selection, any meals may also be rescheduled or moved to an earlier time if possible. If rain closes the course during the event after tee-off has occurred, rain checks will be issued in accordance with Juday Creek’s posted rain check policy.

Payment is expected in full on the scheduled event date; however, if the event is completely rescheduled to a later date payment may be made at that time.

Listed below are the schedule of events, items included and the price for your golf outing. All listed times are on Eastern D.S.T.

<p style="text-align: center;">«<b>Registration</b>» Registration          «<b>Lunch_Time</b>» Lunch          «<b>Start_Time</b>» «<b>Format</b>»          Dinner &amp; Awards «<b>Dinner_Time</b>»          «<b>Misc</b>»</p>	<p style="text-align: center;"><b>Juday Creek Golf Course</b></p> <hr/>	<p style="text-align: center;"><b>Date</b></p> <hr/>
<p style="text-align: center;">Lunch «<b>Lunch</b>»          Complimentary Range Balls          Greens Fees and Cart «<b>Golf</b>»          Dinner «<b>Dinner</b>»          Beverages «<b>Bevs</b>»          «<b>Prize</b>»</p>	<p style="text-align: center;">«<b>Outing</b>»</p> <hr/>	<p style="text-align: center;"><b>Date</b></p> <hr/>
<p>(Please complete the following contact information for your golf outing)</p>		
<p><b>Price Per Person:</b> «<b>Package_Price</b>»</p>	<p><b>Main Contact:</b> _____</p>	
	<p><b>Phone:</b> _____</p>	
	<p><b>Cell:</b> _____</p>	
	<p><b>Email:</b> _____</p>	



# Juday Creek Golf Course

## Outing Guidelines

1. *Proper golf attire is required. No T-shirts or tank tops allowed for men or women.*
2. *Be on time, we will start promptly at your scheduled time. Remember that the course receives a lot of play before and after your outing.*
3. *Only golf participants will be allowed on the course, absolutely no spectators or non-golfers.*
4. *Each player must have his or her own golf clubs.*
5. *No metal spikes are allowed. We request that all participants wearing golf shoes wear Soft Spikes.*
6. *No outside coolers and/or beverages are not to be brought to the course. They will be provided by Juday Creek as arranged for your specific outing. As a reminder, we do not have a beverage cart, but can provide coolers for your outing. We will not allow anyone to be on the course distributing beverages.*
7. *Keep Pace. Everyone must keep pace with the group in front of them. Rangers will remind those slower groups to speed up play to allow everyone to finish in a reasonable period of time.*
8. *Course care is a must. Please replace all divots in the fairways and ball marks on the greens.*
9. *Be considerate of the cart rules for the day.*
10. *Have fun!*

*The Juday Creek staff will answer any questions you may have concerning the event. They are here to help you have an enjoyable day.*