



TOURNAMENT OUTING GUIDE



TABLE OF CONTENTS

Purpoodock Club is thrilled that you have chosen us to host your golf event. This guide is designed for you to have the organizational tools you will need to successfully manage and execute your golf outing.

1. Steps to a Successful Outing
2. What to Expect on the Day of Your Golf Event
3. Commonly Used Outing Tournament Formats and Prize Options
4. Food and Beverage
5. Professional Services
6. Policies and Procedures
7. Our Management Team



1. Steps to a Successful Golf Outing

The chart below will assist you with the planning and implementation of your golf event from start to finish.

Task	Timeframe
Select and confirm a date by submitting the outing contract and deposit	Up to 1 year in advance
Solicit sponsors, donations, VIPs, and special invitees	6-8 months in advance
Prepare invitations and marketing materials	6-8 months in advance
Secure Hole-In-One insurance and prizes	6-8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize sponsor signs and consult a printer for production and delivery	1-2 months in advance
Ascertain guest list progress	1 month in advance
Confirm banquet menu and requirements with Purpoodock Club	2-3 weeks in advance
Confirm your final sponsor and volunteer list	2-3 weeks in advance
Collect and organize donations and prizes	2-3 weeks in advance
Coordinate room set-up and registration area with Purpoodock Club	1 week in advance
Final count for golf and banquet	1 week in advance
Contest and Golf Shop allocation list to Purpoodock Club	2 days in advance
Names and pairings to Purpoodock Club	2 days in advance
Deliver sponsor and tee signs to Purpoodock Club	1-2 days in advance
Event payment due	Day of your event
Pre-event set-up and registration	Day of your event
Enjoy your event and the result of your hard work	Day of your event
Secure your event date for next year	Day of your event
Evaluate your event for next year	1-2 weeks after the event

The staff at Purpoodock Club is always available to you as a resource. Please do not hesitate to call or email us should you have questions or concerns regarding any of the above items on the checklist.

2. What to Expect on the Day of Your Golf Event

Coordinators and Volunteers: Your coordinators and volunteers should plan to arrive at Purpoodock Club two hours prior to the scheduled start of your event. This will give you ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

Guests: Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow enough time for all participants to register and settle in their golf car before the event starts.

Guest Arrival: Upon arrival, guests will be greeted at the entrance and informed of their starting hole by one of our staff members. A staff member will collect your guests' clubs from their vehicle at the bag drop area and load their clubs onto their assigned golf car. Guests will be directed to the registration area. For guests arriving after the start of the event, a staff member will drive them out to their group on the course.

Registration: Purpoodock Club will provide tables for registration of your guests. Staff will also be on-hand to distribute tee gifts and hand-outs if you prefer. Registration is typically located outside the Golf Shop across from the Practice Putting Green or in our banquet room.

Tee Signs and Sponsor Signs: Purpoodock Club will place all tee signs, hole-in-one signs and sponsor signs for your event on the golf course, provided we have them in our possession a minimum of three hours prior to the start of your event. We ask that you have on-course signage delivered to the Purpoodock at least one to two days prior to your event date. After your event, your signs will be collected and ready for collection on the day following your event.

Golf Car Staging: All golf cars will be staged in the parking lot adjacent to the 18th green. All golf cars will be outfitted with a scorecard, pencil, car placard that includes the event name, player names, start time and starting hole. For shotgun starts, all cars will be arranged in rows and grouped according to their starting position on the course. For safety considerations and organizational reasons, we will distribute keys just prior to the start of the event as the final instructions are being delivered.



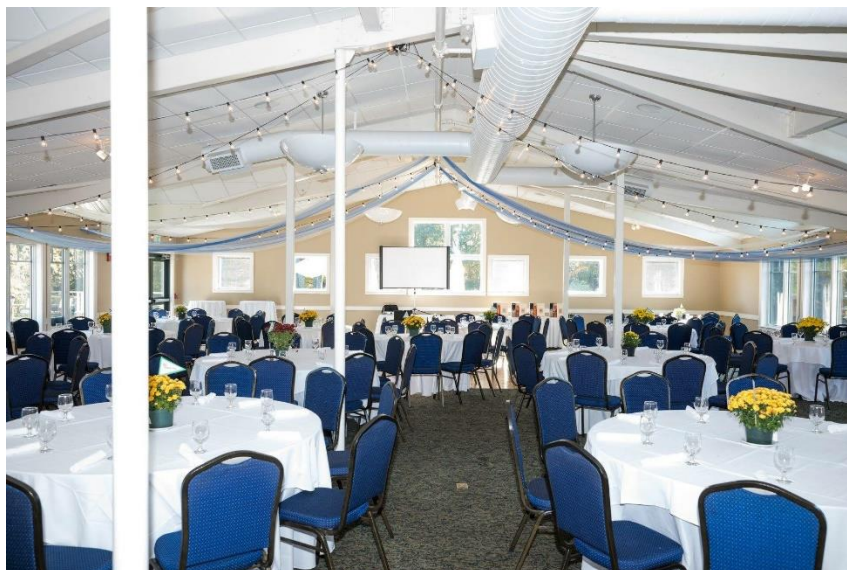
Starting Your Event: A Purpoodock Club staff member will give your group a warm welcome and review the outing format, rules of play and any other instructions for the day. Purpoodock Club can escort your volunteers out to their respective holes for the commencement of play.

Contest Signs: Purpoodock Club will provide all required contest signs for your event. We will place them out on the golf course and retrieve them at the end of your event.

Scoreboard: Our head golf professional will have a scoreboard set-up and will post scores as players / teams complete their rounds.

LAHINCH				WATERVILLE				BALLYBUNION						
1	Tom Cloutier Alex McFarlane	8 28	9 19	47	13	Doug Kaplan Mark Noonan	7 22	10 22	44	25	Tim Thompson Bill Knox	10 24	9 19	43
2	Tom Barker Ross Negele	7 24	9 17	41	14	Jim Patterson Jim Carris	6 20	15 35		26	John Holt Michael Caruso	10 31	9 15	46
3	Bruce Forsley Josh Burns	6 27	8 16	43	15	Paul Auger Mike Auger	5 33	17 50		27	Ted Malette Roy Emerson	14 24	7 15	39
4	Jon Brogan Dan Honan	12 30	11 18	48	16	Brian LaSalle Mike Martin	5 26	11 18	44	28	Peter Brissette Mike Thurman	4 23	11 18	41
5	Gregg Frame Marc Halsted	11 26	10 21	47	17	Ken Johnson Joe Gilston	12 32	9 20	52	29	Steve Roy Dan Roy	8 28	11 18	46
6	Phil O'Hearn Mike Emmons	10 27	7 17	44	18	Chip Kelley Jamie O'Neil	11 29	7 16	45	30	Paul DiMatteo Bill Holmes	6 32	12 23	55
OLD HEAD				TRALEE				DOONBEG						
7	Doug Norton Ryan Norton	8 27	7 15	42	19	Phil McKay Michael McKay	6 23	10 20	43	31	Mark Lawler Richard Robinson	10 26	10 20	46
8	Wally Gorman Peter Babyak	10 19	10 19	38	20	Adam Kozaryn Ethan Carlson	6 21	8 18	39	32	Pat Kertes Brett Kapteina	12 34	8 17	51
9	David LaRose James Caron	8 33	11 19	52	21	Carl Rossetti Tim Evard	7 24	12 20	44	33	Jim Rowean Brian Pijanowski	10 28	10 24	52
10	Chuck Alexander James Vitanos	10 31	7 14	45	22	Tom Rothfuss Brian Markee	11 34	9 18	52	34	Harry Krigman Mitch Garman	16 23	5 14	37
11	Sam Kelley Matt Kelley	8 26	10 21	47	23	Dennis Lundgren Mike Legere	12 26	6 15	41	35	Marc Weiss Alex Weiss	10 22	2 11	33
12	Ron Kelton Paul Cloutier	10 26	11 20	46	24	Jim Westfall Dave Busch	12 34	9 17	51	36	Jon Steinman Cameron Scott	8 29	13 22	51
FRIDAY				PAR 3 SHOOT-OUT				SATURDAY						
PHIL O'HEARN 23"				PHIL O'HEARN 23" JIM VITANOS 43"				TOM BARKER 20						

Banquet Service: The Food & Beverage staff will monitor the pace of play during your event so that food service will begin within a reasonable timeframe after players have finished and turned in their scorecards.



3. Commonly Used Outing Tournament Formats and Prize Options

Format of Play

Scramble: This format is the most popular and the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the team is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

Best Ball: This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as the team score. Variations of this format include one ball per group or two balls per group per hole.

Common Starting-Hole Arrangements

Shotgun Start: All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 100-144 players. Large groups will often have two groups on some holes, so a "A" and a "B" group will be assigned. Depending on the group size, Purpoodock Club will assign the starting holes to ensure a suitable pace of play (ex. only one group starting on the holes following a par 3).

Modified Shotgun Start: Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

Starting Time Starts: Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for smaller groups of up to 40 players.

Skill Competition Markers

Competition markers are designated for single-hole competitions during your golf event. Competitions include Closest to The Pin and Longest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by members of the Purpoodock Club staff prior to the start of your event.

The image shows a "Closest to the Pin" competition marker. At the top, it says "CLOSEST TO THE PIN" in blue. Below that is a logo for Purpoodock Club featuring a lighthouse. To the right of the logo is a large red number "5" inside a white box. Below the logo and number, there are two columns: "NAME" and "DISTANCE". The "DISTANCE" column is further divided into "FEET" and "INCHES". There are nine rows for recording scores, numbered 1 through 9.

	NAME	DISTANCE	
		FEET	INCHES
1			
2			
3			
4			
5			
6			
7			
8			
9			

4. Food and Beverage

The food and beverage service selection can be as simple or as elaborate as you wish. Purpoodock Club's event menu has selections that will satisfy all of your invitees. Services available include:

- Continental Breakfast
- Breakfast sandwiches
- On-course grill / BBQ
- Buffet lunch / dinner
- Plated lunch / dinner
- Boxed lunches
- Cocktails and hors d'oeuvres

The most important factor with regard to Food and Beverage aspect of your event is advanced planning. Your final food count is due to Purpoodock Club seven days prior to your event. Meals can be served any time after the completion of play.



5. Professional Services

Tee Signs and Sponsor Signs: Purpoodock Club staff will place any tee signs or sponsor signs that you have for your event on the golf course, provided that Purpoodock Club has the signs a minimum of three hours prior to the start of your event (we request that you have your signs delivered one to two days prior if possible). Upon completion of your event, signs will be collected from the course and held for collection and can be picked up the next day.

Skill Competition Markers: Competition markers are placed on the competition holes by members of the Purpoodock Club staff prior to the start of your event. Upon completion of play, all markers will be collected and brought to the scoring area.

Golf Car Placards, Scorecards and Rules Sheet: Prior to your event, Purpoodock Club will generate golf car placards with the names of each player and will affix the placards to the cars to designate which players are riding in which cars. Purpoodock Club will generate customized official scorecards for each group and will place these on the steering wheel of the cars. We will also produce a rule sheet that outlines the format, various contests, tees being played and will accompany the scorecard.

Practice Balls: Practice balls will be made available for your event on the Practice Tee to allow your guests to warm up prior to the start of play. The Practice Tee will open one hour prior to the start of your event.

Rental Clubs: Purpoodock Club has a limited number of rental clubs and these are available for guest as they are needed. Please notify Purpoodock Club three days in advance which of your guests require rental clubs, so we may have them ready when your guest arrives.

Scoring and Results: Purpoodock Club will create a scoreboard and will score your event and can announce winners if you choose. Purpoodock Club will generate gift certificates for the winners and will be handed out during the awards ceremony.

4th ANNUAL		LIN BELL GOLF FOR KIDS	
1	LARI BELI, BILL ANGELL, BRID WYLLI, JACOB BIZZUTE	10	LARI BIZZUTE, SARRA BIZZUTE, RAIN BIZZUTE, MARCO BIZZUTE
2	JANE FARRELL, DAVID PRINCE, STEPHEN ALLEN, JOHN GOSSE	11	ALAN WATKINS, NICK SALMON, LEO LOUGHEE, MICHAEL FALANCA
3	HARRY REIFMAN, JERRY LIND, PATTY WIGGAM	12	ERSON BELL, TIM SULL, LARI ANGELL, JOE CRANT
4	BOB WINTER, FRANK ROSE, CHRIS ODE	13	MIKE TUTTIN, BRADY BROWN, JIM WALK, DAVE BIRD
5	DAN HITTENS, TED WHEAT, TOM BEAR, GUY THOMAS	14	FRANK CLARK, PAMMIE O'NEIL, MIP MCELROY, KATH MCELROY
6	JOHN DINE, BOB MCGILLIVRAY, WARREN CARTER, NEIL FRANCIS	15	LE EARY, DEBBIE BUCKLEY, PATRICK PAUL, MURRAY BROWN
7	GEO FLANNON, BOY LINDHAY, TRAY BROWN, WARDEN GRANT	16	MIKE GARD, TOM CHAMBERLAIN, IAN KARDIAN, PETER MURPHY
8	DEREK MARTIN, ANDY WATKINS, JOE KANE, DYLAN WYNDAL	17	JOE THORNTON, JERRY PETERCELLI, MARY TULLOCH, BRAD PETERCELLI
9	JARED LEVINSKY, JOE FRICK, JAMES STEVENSON, BRUCE GONZALES	18	FRANK MURPHY, RAY MURPHY, IAN MURPHY, SYDNEY MURPHY
18	DONALD RIVERA, BILL PARSON, TRACY MURPHY, BOB KELLY		

CLOSEST TO THE PIN HOLE 5 **LONG DRIVE HOLE 7**

6. Policies and Procedures

Reservations: A \$500.00 deposit is required to reserve dates and are non-refundable.

Final Player Count and Golf List: Purpoodock Club must fully utilize the golf course each day. In order to accurately schedule your event, Purpoodock Club requires that your final guest count be submitted seven days prior to your event. The final list of names and pairings must be submitted two days prior to your event and should be in group format and sent in an Excel spreadsheet. The guest list is one of the most important responsibilities of the event coordinator. The guest list is the data source for generating your alphabetized check-in list, golf car placards, scorecards and scoreboard.

Changes to Final Count: Golf course utilization is tantamount to Purpoodock Club's success as a business. It is for this reason that we are unable to drop your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted.

Payment: Final payment is due on the day of your event.

Donated Food/Alcohol Goods: Purpoodock Club does not permit customers to bring food, beverages, or alcohol to the club. This policy is applicable even if the food or alcohol has been donated. Maine's Alcohol and Beverage Commission laws do not allow for outside food and alcohol vendors at the club as it violates our licensing.

Beverage Car Service: Purpoodock Club has a dedicated beverage service car available for your event. The beverage car can either roam the course or can be stationed between #8 tee and #14 tee.

Inclement Weather Policy: If the golf course is officially closed, the outing may be rescheduled. Except in the case of extremely inclement weather, your guests should be asked to come to the golf course. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed playable, your event will be played. It is difficult to reschedule a golf event if there is food service involved. Food will have been ordered, delivered and be in the preparation phase before your guests arrive at the club. We will make every effort to reach a fair determination of how to proceed should weather affect your event.

Dress Code: Proper dress is required at all times everywhere on the golf course including the Practice Tee and Practice Putting Green. No jeans or equivalent are allowed. Shorts should be an appropriate length (to knees), and collared shirts are required for men (no tank tops, tee shirts, or sports jerseys). Only spikeless golf shoes or sneakers are allowed on the golf course and practice areas.

Pace of Play: A round of golf should not take more than 4 hours and 30 minutes to complete. However, events sometimes have such large number of players that pace of play can be compromised.

7. The Management Team

General Manager:	Ken Young
Golf Professional:	Tony Decker, PGA
Golf Course Superintendent:	Rob Knott
Food & Beverage Manager:	Maria Profenno
Executive Chef:	Alex Tumidajski
Events Coordinator:	Emily Cole
Office Manager:	Celeste Wade
Membership Director:	Ali McClure



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