

# Event Show Flow- TOPGOLF PAR-TEE

Tuesday, April 12, 2022

Time	Section	Location	Action
Pre-12:15	WM/LW Set up	Top Floor- Topgolf	<p>Arrive TopGolf – Set Up</p> <p>Signs in bays, food, and beverage sponsor signs in Chairman’s Suite, registration, raffle prize display, AV set up, Winner prizes, and Raffle prizes in Chairman’s Suite, Step, and Repeat up</p> <p>Ready Venmo and Raffle ticket drill established. Venmo instructions/QR Code. Separate jars for tickets and cash box TG Raffle &amp; cash bag/jar for 50-50 money.</p>
12:30	Registration Opens	Upstairs Lobby- Near windows/steps	<p>Check-in and Bay assignments. Tell all attendees to be in the Chairman’s Suite at 1:00 pm for welcome - 2 drink tickets per person- raffles/lunch available in Chairman’s Suite</p> <p><b>Registration Table- Allison/Emily</b></p> <p><b>Matt – pictures at the step and repeat</b> <b>Graphic: Sponsor Loop</b></p>
12:30	Food for 90 min	Chairman’s Suite	<p>Buffet opens</p> <p><b>Raffle Table- Maya/KJ/Cheryl</b> <b>Graphic: Food sponsor video play (1)</b></p>
1:00	Welcome Remarks	Chairman’s Suite	<p>Welcome –</p> <ul style="list-style-type: none"> <li>• Neil Terry/Bobbi Magdaleno -WESTMARC Board remarks- <b>Confirmed</b></li> <li>• Michelle Hess– Leadership West remarks- <b>Confirmed</b></li> <li>• Speaker- Desert Diamond Casino- <b>Confirmed</b></li> <li>• Sintra Remarks - <b><u>Include 2 Raffles:</u></b> <ul style="list-style-type: none"> <li>○ 50-50 (Cash Only) Tickets are \$20</li> <li>○ 3 Month Platinum TopGolf Membership - \$1,400 value (Thank TopGolf) (\$30)</li> <li>○ Tournament/Raffle Winners – Prizes are distributed at the end</li> </ul> </li> </ul>
1:10	Topgolf Remarks	Chairman’s Suite	<p><b>Topgolf Rules – TG Pro/Coach– Natalie Farahani- <b>Confirmed</b></b></p>

1:15	<b>Golf Tee-Time</b>	Golf Bays	Golfers commence playing in their assigned bays
1:15 – 3:45	<b>Tournament Play</b>	Bays/Lobby/Chairman's Suite	<p><b>Staff:</b> Raffle Tickets are sold. Red Tickets for 50-50 (\$20-cash only) and Blue Tickets for TG Membership (\$30- Cash/Venmo). Periodic check-ins with the 50-50 Cashback to the registration/bay area so that updates can be given to the attendees on the status of the "Pot." The cash box will keep the 50 – 50 sales separate from the other raffle.</p> <p><b>Matt</b> – Photos of the action <span style="float: right;"><b>Graphic:</b> Sponsor Loop</span></p>
2:00	<b>Food is removed</b>	Chairman's Suite	TopGolf will clear the buffet after 90 minutes, per their rules.
3:30ish	<b>Tournament Play</b>	Bays/lobby/Chairman's Suite	<p>Last Call for raffle ticket purchases.</p> <ul style="list-style-type: none"> <li>- Final count on 50-50 back at Registration. Ready the 50% cash prize for the drawing.</li> </ul>
4:00 – 4:15ish	<b>Tournament End</b>	All return Chairman's Suite	<p><b>Sintra &amp; Michelle H.</b> – draw Raffle Winners.</p> <ul style="list-style-type: none"> <li>o General Raffle 1) TopGolf Membership 2) 50-50 raffle</li> </ul> <p>Announce the Tournament Winners and award the prizes 1<sup>st</sup> place, 2<sup>nd</sup> place, 3<sup>rd</sup> place.</p> <p><b>THANK EVERYONE FOR COMING &amp; EVENT SPONSORS</b></p> <p><b>Matt</b> - Photos of tournament winners/teams/WESTMARC Staff/LW Staff</p> <hr/> <p><b>Secure the cash &amp; be sure that prizes/raffles go home with guests (TG raffle waiver signed by winner)</b></p>
After	Allison & Remi		
	All		Gather WESTMARC items – Raffle Jars, signs, Extra tickets, step & repeat, tablecloths, etc.
	Sintra		<b>Settle Bar tab analytics</b>
