



## 2022 GOLF TOURNAMENT EVENT OVERVIEWS

Please review prior to your event and keep with you during event.

Golf Tournament		
Monday, August 22, 2022 8:00 am – 6:00 pm Norwood Hills Country Club Cost: \$1,600 for a foursome; \$450 Individual	<b>Development Contacts:</b> Valerie Hoven – <b>Volunteer Captain</b> Office: 314.872.6450 Cell: 618-616-6898 Ally Crust – <b>Event Captain</b> Office: 314.872.6512 Cell: 314-807-3252	
EVENT DETAILS		
<p>Ranken Jordan’s 2022 Annual Golf Tournament takes place on both the West and East courses of Norwood Hills Country Club. It is a 4 player scramble. Men 69 and under play from the Blue Tees, Men 70 and older play from the White Tees and Ladies play from the Green Tees. There are 18-hole gross score competitions with separate team events on the West and East Course. Additional events on the course include Closest to the Hole (#7 West and #13 East), Longest Drive (#15 West and #17 East), 2 Hole in One Opportunities (#8 East and #4 West), Cornhole Game (#8 West and #6 East), Proximity/Giveaway Game (#10 West and #10 East) and a Dice Game (#14 East and #2 West).</p> <p>Breakfast will be provided. Beverages and lunch will be available on the course. The tournament will conclude with a cocktail reception and hors d’oeuvres in the ballroom.</p>		
ATTIRE		
Khaki, Navy, White, Black or Brown Shorts/Capri’s, Red RJ Golf Polo (or plain red polo), and comfortable walking shoes/tennis shoes. If you do not have a shirt and did not give me your shirt size, please let me know you will need a shirt or wear a plain red polo. (We only have a few extra shirts)		
VOLUNTEER ASSIGNMENTS		
TIME	ROLE	STAFF
<b>SET UP</b>		
7:30 AM – 8:00 AM	Set Up	Sue Taylor (7:30am start)
7:30 AM – 8:30 AM	Set Up	Jillian Mann (7:30am start)
7:00 AM – 8:00 AM	Set Up	Jennifer Brown
7:00 AM – 8:00 AM	Set Up	Nellie LaVigne
6:30 AM – 8:30 AM	Set Up	Bob Meggison
<b>REGISTRATION/CHECK-OUT</b>		
8:00 AM – 5:00 PM	<b>Event Captain</b>	<b>Ally Crust</b>
8:00 AM – 5:00 PM	<b>Volunteer Captain</b>	<b>Valerie Hoven</b>
8:00 AM – 11:30 AM	<b>Registration Lead</b>	<b>Patti Broniec</b>
8:00 AM – 10:30 AM	Registration/Check In/Out	Jennifer Brown
8:00 AM – 10:30 AM	Registration/Check In/Out	Rachel Winkler
8:00 AM – 10:30 AM	Registration/Check In/Out	Lynsey Wehrenberg
8:00 AM – 10:15 AM	Greeters	Kate Kemper
8:00 AM – 10:15 AM	Greeters	Sue Taylor
8:30 AM – 1:00 PM	Gift Card Pull	Jen Leary
8:30 AM – 1:00 PM	Gift Card Pull	Chuck Schulte & Tom Vorbeck
<b>ON-COURSE</b>		
8:30 AM – 4:30 PM	<b>On-Course Lead</b>	Nancy Skrivan



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8:30 AM – 5:00 PM	Photographer <b>Cart</b>	Corey Ladymon
9:30 AM – 3:30 PM	Beverage Cart (West 1-18)	Sarah Skrivan
9:30 AM – 3:30 PM	Beverage Cart (West 1-18) <b>Cart</b>	Brendan Loughman
9:30 AM – 3:30 PM	Beverage Cart (East 1-18)	Mary Headen
9:30 AM – 3:30 PM	Beverage Cart (East 1-18) <b>Cart</b>	Kim Ueltschy
9:30 AM – 4:00 PM	Shack Volunteers (East)	Amber Ray
9:30 AM – 3:00 PM	Shack Volunteers (West: air)	Debbie Schmitt
9:30 AM – 4:00 PM	Hole-In-One (4 West) <b>(TENT)</b>	Ken Koester
9:30 AM – 4:00 PM	Hole-In-One (4 West)	Christina Francis
9:30 AM – 4:00 PM	Hole-In-One (8 East) <b>(TENT)</b>	Julia Bussey
9:30 AM – 4:00 PM	Hole-In-One (8 East)	Bridget Bitza (until 2pm)
9:30 AM – 4:00 PM	Dice Game (2 West) <b>(TENT)</b>	Jeanine Francis
9:30 AM – 4:00 PM	Dice Game (2 West)	Marlene Coleman
9:30 AM – 4:00 PM	Dice Game (14 East)	Ashley Solomon (until 1pm)
9:30 AM – 4:00 PM	Dice Game (14 East)	<b>Brenda Yates</b> (noon-4pm)
9:30 AM – 4:00 PM	Cornhole Game (8 West)	Megan Ottomeyer
9:30 AM – 4:00 PM	Cornhole Game (8 West)	Christopher Struttmann
9:30 AM – 4:00 PM	Cornhole Game (6 East)	Lisa Piccone
9:30 AM – 4:00 PM	Cornhole Game (6 East)	Lynda Atchison
9:30 AM – 4:00 PM	Proximity Game (10 West)	Angel' Howard
9:30 AM – 4:00 PM	Proximity Game (10 West)	Kelcey Stuart
9:30 AM – 4:00 PM	Proximity Game (10 East)	Rachel Schubert
9:30 AM – 4:00 PM	Proximity Game (10 East)	Ina Hasanovic
9:30 AM – 4:00 PM	Putting Challenge (Putting Green) <b>(TENT)</b>	Nellie LaVigne (all day) & Erin Bachelier (10am until 2pm)
9:30 AM – 4:00 PM	Red Tee and Golfer Gifts <b>(TENT)</b>	1 West Reba Nichols & Dave Kersten
9:30 AM – 4:00 PM	Red Tee 13 West	Maddie Mazzola & Nedra Anderson (until 1pm)
9:30 AM – 4:00 PM	Red Tee 11 West	<b>Tom Healy</b> (time?) & Anita Dutrow (until 11am)
9:30 AM – 4:00 PM	Red Tee and Golfer Gifts <b>(TENT)</b>	5 East Lauren Villanueva & Ashley Whitaker
9:30 AM – 4:00 PM	Red Tee 7 East	Jillian Mann (until 11am)
9:30 AM – 4:00 PM	Red Tee 11 East	Courtney Dunn (until 11am)



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9:00 AM – 5:00 PM	Floater for Breaks	Cart	
10:30 AM – 2:00 PM	Floater for Breaks	Cart	Jennifer Brown
10:30 AM – 2:00 PM	Float for Breaks	Cart	Rachel Winkler
9:00 AM – 5:00 PM	Float for Breaks	Cart	

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### CHECK-OUT/CLEAN UP

2:30 PM – 5:30 PM	Bidder Numbers/Check-Out	Audrey Baldrige
2:30 PM – 5:30 PM	Bidder Numbers/Check-Out	Rachel Winkler
2:30PM – 5:30 PM	Bidder Numbers/Check-Out	Jennifer Brown

3:30 PM – 5:00 PM	Service Auction	Nancy Skrivan
3:30 PM – 5:00 PM	Service Auction	Nellie LaVigne
3:30 PM – 5:00 PM	Service Auction	Mary Headen
3:30 PM – 5:00 PM	Service Auction	Kim Ueltschy
3:30 PM – 5:00 PM	Service Auction	Megan Ottomeyer
3:30 PM – 5:00 PM	Service Auction	Christopher Struttman
3:30 PM – 5:00 PM	Service Auction	Lauren Villanueva
3:30 PM – 5:00 PM	Service Auction	Ashley Whitaker

2:00 PM – 5:30PM	Clean Up	
2:00 PM – 5:30PM	Clean Up	
2:00 PM – 5:30PM	Clean Up	Jennifer Brown
2:00 PM – 5:30PM	Clean Up	

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### SCHEDULE

6:30 am	Event leads arrive to set up
8:30 am	Registration Opens
9:00 –10:15am	Breakfast is Served (Golfers and Volunteers)
9:45 am	Volunteers begin to have golfers head to the ceremonial tee shot on #1 east
10:00 am	RJ patients participate in ceremonial tee shot
10:15 am	Shotgun Start for golfers
3:00 pm	Cocktail hour begins
3:30 pm	Golfers begin to arrive off course
4:00 pm	Short program begins
4:20 pm	Service Auction begins
4:45 pm	Check out opens for auction

### IMPORTANT THINGS TO KNOW

- **Volunteer Captain**
  - The Volunteer Captain will oversee the volunteer leads and be the main liaison to the Special Events Coordinator. He/she will train the volunteers at Norwood during volunteer training.
- **Volunteer Leads**
  - Volunteer leads will oversee the volunteers assigned to each area. They will be the point person for those volunteers to answer questions. They should be well versed in the overview of the Golf Tournament and each of the various volunteer roles.
- **Registration Lead**
  - Registration Lead will oversee volunteers that work with check-in, greeting players, bidder numbers, gift card pull and check-out.
- **On-Course Lead**
  - On-Course Lead will oversee the volunteers that are out on the course during play with the beverage cart, observing a hole-in-one, games, and errand runners. Check off every volunteer as they come and go to make sure all volunteers are where they need to be and are off the course at the end. The On-Course Lead will also direct volunteers who are assisting with the live and service auction during the cocktail reception.
- **Volunteer Roles**
  - **Registration/Check Out Volunteers**
    - **Registration** – Will check in players, register their credit cards for game auction purchases, and assist them in purchasing mulligans and skins if not pre-registered as a team. Will collect payment from players and foursomes that have not yet paid.
    - **Greeters** –After players register, will direct them to breakfast and assist them to their carts.
    - **Check Out** – Will collect payment for auction items that players did not complete quick check out. Will give live auction items and prizes to those that won them.
  - **On-Course Volunteers**
    - Beverage Carts –During the tournament will drive the carts on the course and pass out beverages and candy. Responsible for checking the course coolers (every third hole) and requesting restocking as needed from a Runner.
    - Shack Volunteers– Will be stationed at the shacks throughout both courses providing players with iced towels. Responsible for notifying on-course lead when towel supply runs low.
  - **Hole-in-One Observers** – Will be stationed at the greens of the hole-in-one contest holes and serve as a witness to a hole-in-one. Will contact the volunteer lead (Valerie) via cell phone if a hole-in-one is hit. Winners receive \$25,000 towards the purchase of a vehicle at Dave Sinclair Ford or Lincoln.

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- **Dice Game/Red Tee Fundraiser** – The Dice Game rules are just a bit different this year, with the addition of the “red tee fundraiser”. Please read below:
  - i. The Dice Game is now part of the “red tee fundraiser”, not the game package. This year, those wishing to participate in the red tee fundraiser will do so at registration, NOT on the course. Again, this is not included in the game package – it is separate.
  - ii. Foursomes would have to be “all or none”. Either the whole foursome agrees to participate or none.
  - iii. For \$100 per foursome, on holes West 1, 2, 11, and 13/East 5, 7, 11, 14 they can hit from the red tees.
  - iv. This would include the dice game (#2 West, #14 East). For the dice game, they are guaranteed to hit from the red tee (roll a 1), but they may move closer if they roll a higher number. The whole team will play from the “best roll”. If they don’t purchase the red tee fundraiser, they don’t play the dice game.
- **Proximity Game – Included with game package. If no game package, \$20 per player.** One volunteer will be stationed at the tee box to explain the game to each foursome. The second volunteer will be stationed in the fairway to record winners. Volunteers will record all players that land within the designated area on the fairway. Anyone who pays to play will get a club cover or hat. If they land in the designated area, they get a golf polo. Volunteer at the fairway will distribute prizes. If you run low on any sizes, please contact a runner to gather those sizes for you from the other fairway game hole or text Ally.
- **Cornhole Game – Included with game package. If no game package, \$10 per player.** Each player gets a chance to throw the beanbag into the cornhole. If the player makes it on the board, they will hit from the first sign. If the player makes it in the hole, they get to begin from the sign closest to the hole.
- **Putting Challenge – Included with game package. If no game package, \$20 per player.** Each player gets 2 putts to try to get their ball in/closest to the hole. Volunteers should measure distance from the hole and keep track of distances. The closest male and female will be awarded with tickets to a 22/23 Blues game. If more than one person makes it in the hole, a shootout will occur during the closing reception.
- **Golfer Gift Documentation – (Also a “red tee fundraiser” hole...see notes above)** Golfers will receive their gift AFTER the tournament, via the mail. This is to ensure that they get the size they hope for. We have ¾ zip men’s nike pullovers in black or women’s full zip nike jackets in black. Please collect golfer mailing addresses, style preference and size preference.
- **Floater** – Floaters will provide breaks for volunteers at any station who may need a break during their shift. Floaters will be taken to and from the station they will be subbing by the Runners. Floaters will also deliver hot dogs and hamburgers to volunteers for lunch.
- **Photography Assistant** – Will ride along with event photographer and assist in recording foursome player names and corresponding image number on photography recording sheet. Will help ensure photographer photographs all foursomes.
- **Gift Card Pull Volunteers** – Guests will purchase a gift card pull for \$25 each and the gift card pull volunteers will help them with their pull. Record their name and the number they pulled and give them their gift card!

### **INFORMATION FOR ALL STAFF/Volunteer**

- **All players must check-in, not just the captain.** This will allow us to collect player information for follow-up after the event.
- **At 10:00 am, the ceremonial tee shot will take place on 1E (behind the Pro Shop).** All volunteers will assist in getting golfers out of the Ballroom, off the driving range and putting green, and out of their carts over to 1E to attend the ceremonial tee shot.
- Rules of play for golfers are located in each player golf cart, along with inclement weather information.
- Coolers along the course will not be available, however, beverages carts will be roaming the course.



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- Golfer gifts will be mailed after the tournament. Golfers will provide their contact information and preferred size at holes 1 West and 5 East.
- PGA Professionals are not eligible for Hole-in-One contests for the Dave Sinclair Ford or Lincoln.
- Should you have questions, your first point of contact should be your volunteer lead. If they are not available, seek out another lead and then Valerie Hoven.
- Volunteers received notification of the meal(s) (*See your Name Badge*) that will be provided during their volunteer shift. Breakfast will be served in the ballroom. Lunch will be served from the shacks. A volunteer will either bring you lunch or relieve you to go get lunch. Hors d'oeuvres will be served from the patio.

VENDORS		
<b>Norwood Hills Golf</b>	Steve Finn Bruce (Course bev and snacks)	Cell: 314-882-2342 Cell: 610-750-1617
<b>Norwood Hills Catering</b>	Dane McLaird ;Zina Dambrouskaya	Office: 314.521.0682 ext 211; Cell: