



Herndon Centennial Golf Course

www.herdongolf.com

(703) 471-5769

Outing Information

Herndon Centennial Golf Course is the perfect place for your next golf outing. From start to finish our dedicated team of PGA Professionals can assist in providing exceptional service to ensure a successful event. Outing rates start as low as \$45 per player.

Herndon Centennial can accommodate group events both large and small:

- Corporate Outings
- Team Building Exercises
- Fund-raisers
- Social Gatherings
- Wedding parties
- Reunions
- Outing fees are per player and include:
- Green Fee, Cart and Range Balls
- Personalized Cart Signs and Scorecards
- Special Events and Contest Markers
- Professional Scoring
- Advance Booking Time

Additional services to customize your event:

- Instruction Clinics from our PGA Teaching Staff
- Merchandise Gift Certificates
- Tee Gift Items
- Food and Beverage Packages from Egg Karne.

Tournament pricing may vary depending on the day of the week and number of players. Shotgun starts may be available based on day of the week and time of day requested.

Wrap up your event with a great meal from *Egg Karne*. They can be contacted at (571) 308-6733 . Enjoy great food while awarding prizes and having a great time catching up on the days events.

For more outing information please call 703-471-5769.

Herndon Centennial Golf Course
Outing Prices includes

- Green Fees, Cart and Range Balls
- Advance booking time
- Personalized Cart Signs and Score Cards
- On Course Contest set up (i.e. closest to pin and long drive)
- Registration Set-up

Additional Services

- Food and Beverage Packages from Egg Karne
- Instruction Clinics from our PGA Teaching Staff
- Professional Scoring
- Merchandise Gift Certificates
- Promotional Gift Items
- Club Rental

We will be happy to arrange any other additional services you may wish.

For more details contact
Julie Whitehead, PGA Assistant Golf Professional at (703) 471-5769 or
Julie.whitehead@herndon-va.gov

Herndon Centennial Golf Course Outing Program Information and Guidelines

Reservations

A guaranteed confirmation for an outing will occur upon receipt of both the completed contract and the required deposit. The \$300 deposit made payable to Herndon Centennial Golf Course will be used toward the sum of the total bill.

Payment of Fees

A firm head count for all shotgun starts is due 8 days in advance. This will be the minimum number of players that will be charged. One final payment is due the day of the event.

Cancellation

Outings will be played rain or shine, unless the course is deemed unplayable by the Herndon Centennial management. Outings may be rescheduled if the course is officially closed.

Golf

Outing packages for the 2016 season require a minimum of 16 players. Season passes or promotions will not be accepted.

Shotgun Start Availability

Shotgun starts may be available based upon day of week and/or starting time with the approval of golf course staff. Herndon Centennial Golf course considers 120 golfers to be a full field, it is the discretion of course staff as to whether the course will be closed to public play if the number of participants is less. Foursomes must start on the hole assigned by the golf course.

Weekend Start Availability

Weekend outings may have a tee time start 10:00 a.m. or later.

Operation of Golf Carts

Use of golf carts is mandatory for all outing rounds and all operators must be 18 years of age.

Pace of Play

All golfers are expected to complete their round in 4 ½ hours. Player assistants have the authority to keep play moving at the proper pace.

Dress Code

Soft spikes and proper golf attire is required.

Food and Beverage

All food and services must be coordinated through Egg Karne or the refreshment cart. Personal coolers are not permitted on the golf course.

Questions? Contact Julie Whitehead at (703) 471-5769 or Julie.whitehead@herndon-va.gov

Golf Tournament Planner

Task	Who	Due Date	Status
9 months prior to event			
Set Tournament Objectives	Chairperson	_____	_____
Determine 501 (c) Charitable Status	Chairperson	_____	_____
6 months prior to event			
Set Event Date and Timeline	Event Committee	_____	_____
Preliminary Budget	Chairperson	_____	_____
Develop Project Plan	Chairperson	_____	_____
Solicit Potential Sponsors	Marketing	_____	_____
Mailing to Potential Sponsors	Marketing	_____	_____
Golf Tournament Website	Marketing	_____	_____
Perform Site Inspections	Event Committee	_____	_____
Solicit and Evaluate Course Proposals	Planning Director	_____	_____
Book Golf Course	Planning Director	_____	_____
Volunteer Job List	Planning Director	_____	_____
4 months prior to event			
Establish Player Method of Payment	Chairperson	_____	_____
Sign Course Contract	Chairperson	_____	_____
Finalize Tournament Format	Event Committee	_____	_____
Hole in One Insurance	Chairperson	_____	_____
Select and Order Awards	Marketing	_____	_____
Finalize Volunteer Committee	Planning Director	_____	_____
Auction/Raffle	Event Committee	_____	_____
Solicit Prizes	Event Committee	_____	_____
Signage	Marketing	_____	_____
Create and Pass Out Fliers	Marketing	_____	_____
Finalize Budget	Chairperson	_____	_____
Advertise!	Marketing	_____	_____
30 days prior to event			
Prepare Registration List	Planning Director	_____	_____
Publish Registration Cut-off	Planning Director	_____	_____
Complete Registration	Planning Director	_____	_____
Finalize Sponsors	Chairperson	_____	_____
Finalize Rules and Agenda	Planning Director	_____	_____
Order Tee Gifts	Planning Director	_____	_____
Photographer	Planning Director	_____	_____
21 days prior to event			
Send Confirmation Notices	Marketing	_____	_____
Revise Pairings	Chairperson	_____	_____
Select Food/Beverage	Planning Director	_____	_____
Finalize Food/Beverage	Planning Director	_____	_____
7 days prior to event			
Finalize Number of Entries	Planning Director	_____	_____
Submit Pairings to Golf Course	Planning Director	_____	_____
Meet with Course Management	Event Committee	_____	_____
Finalize all Course Arrangements	Planning Director	_____	_____
48 hours prior to event			
Prepare Golf Goody Bags	Event Committee	_____	_____
Tournament Day			
Deliver Materials to Course	Chairperson	_____	_____
Registration	Chairperson	_____	_____
Sell Raffle Tickets, Mulligans/Auction	Event Committee	_____	_____
After the Tournament			
Deliver Awards	Marketing	_____	_____
Final Results & Player Critique	Marketing	_____	_____
Evaluate	Chairperson	_____	_____
Reconcile Invoices	Chairperson	_____	_____
Finalize Budget Summary	Chairperson	_____	_____
Send Thank You's	Marketing	_____	_____
Update Website	Marketing	_____	_____