

2012

# National Event Planning Manual



# Table of Contents

- I. Overview .....5
  - A. Purpose.....5
  - B. Scope.....5
  - C. Committee Members.....5
- II. National Convention and Tournament .....6
  - A. Pre-Planning.....6
    - 1. Initial Planning.....6
    - 2. Commitment of Membership .....6
    - 3. Chairmanship for Entire Event.....6
    - 4. Committee Chairs for Main Committees .....7
    - 5. Proposed Dates of Event.....7
    - 6. Tournament Theme or Slogan .....8
    - 7. Tournament Logo.....8
    - 8. Attendance.....8
  - B. Locations.....9
    - 1. Convention Facilities .....9
    - 2. Headquarters Hotel.....13
    - 3. Overflow Hotels .....24
    - 4. Golf Courses .....25
  - C. Schedule of events.....29
    - 1. Meetings .....29
    - 2. Music and Entertainment .....30
    - 3. Hospitality room .....31
    - 4. Ladies Activities.....32
    - 5. Children and teen activities .....32
    - 6. Family activities.....33
    - 7. Tournament golf .....33
  - D. Promotion.....34
    - 1. Presentations to delegates .....34
    - 2. Hospitality rooms.....35
    - 3. Mailings to chapters and/or members .....35

- E. Sponsorships ..... 36
  - 1. Breweries or distributors ..... 36
  - 2. Soft drink makers or distributors ..... 37
  - 3. Golf equipment manufacturers ..... 37
  - 4. Local businesses ..... 38
  - 5. Membership ..... 39
- F. Volunteers ..... 39
  - 1. Committees ..... 39
  - 2. Staffing for each committee ..... 45
  - 3. Committee Compensation and Recognition ..... 46
- G. Brochures ..... 46
  - 1. Printing ..... 46
  - 2. Advertising costs ..... 47
  - 3. Content ..... 47
  - 4. Solicitation of advertising ..... 49
  - 5. Layout and design ..... 49
- H. Souvenir Sales ..... 50
  - 1. Hats ..... 50
  - 2. Shirts ..... 51
  - 3. Lady's items ..... 51
  - 4. Other Souvenir Items ..... 51
  - 5. Logos ..... 51
- I. Trophies ..... 51
  - 1. Men ..... 51
  - 2. 4 Man Team ..... 52
  - 3. 7 Man Team ..... 52
  - 4. Lady ..... 52
  - 5. Junior ..... 52
  - 6. Rings ..... 53
- J. Transportation ..... 53
  - 1. Buses to convention facilities ..... 54
  - 2. Buses for lady, children or family activities ..... 54

- 3. Junior golfers..... 54
- K. Raffles ..... 54
  - 1. Pre-Convention raffle..... 54
  - 2. Prize raffle during convention..... 55
- L. Registration Planning ..... 55
  - 1. Type of registration forms ..... 55
  - 2. Registration deadline ..... 57
  - 3. Registration package contents..... 58
  - 4. Tee prizes ..... 59
- M. Golf Course Planning ..... 59
  - 1. Setup ..... 60
  - Scoring posting..... 60
  - Cart marking..... 60
  - 4. Assistance..... 60
  - 5. Food ..... 60
  - 6. Photographer ..... 60
- N. Publicity ..... 60
- O. Registration Period..... 61
  - 1. Gathering registration information ..... 61
  - 2. Team designation (if on a four man or seven man team) ..... 62
  - 3. Creating flights ..... 62
  - 4. Badges..... 64
  - 5. Prepare registration packages ..... 65
  - 6. Communications to chapters..... 65
  - 7. Prepare Signs for chapters..... 65
- P. Equipment needed..... 66
  - 1. Cellular phones ..... 66
  - 2. Walkie-talkie ..... 66
  - 3. Computers..... 66
  - 4. Printers..... 67
  - 5. Copiers ..... 67
  - 6. Easels..... 67

- 7. Office Supplies .....67
- Q. Convention Week.....67
  - 1. Setup .....68
  - 2. Registration.....70
  - 3. Hospitality room .....71
  - 4. Golf.....71
  - 5. Scoring.....74
  - 6. Parties .....75
  - 7. Parade of Colors.....75
  - 8. Lady and Junior Awards Night.....77
  - 9. Men's Awards Night.....80
  - 10. Wrap-up .....86
- R. Post tournament.....87
  - 1. Accounting .....87
  - 2. Storage or disposal of souvenir items.....88
  - 3. Return of scorecards to chapters.....88
  - 4. Report of tournament results .....88
  - 5. Information for the Convention Advisory Committee.....89
  - 6. Final report to delegates.....89
- III. Winter Meeting & Senior Tournament.....90
- IV. Appendix I – Budgets for National.....91
- V. Appendix II – Budgets for Winter Meeting and Senior Tournament.....105
- VI. Appendix III – Final Financial Report for Nationals.....120
- VII. Appendix IV – Final Financial Report for Winter and Seniors.....139
- VII. Appendix V – Schedule of Events for Nationals.....154
- IX. Appendix VI – Schedule of Events for Winter and Seniors .....187
- X. Appendix VII - Forms.....200

# Pan American Golf Association National Event Planning Manual

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## I. Overview

### A. Purpose

The purpose of this manual is provide the information needed to successfully plan, budget and host a meeting and tournament to the member cities of the Pan American Golf Association who are hosting National events. The information contained herein has been compiled by previous National event chairpersons with the purpose of setting down in writing the experiences gained by past host cities. This manual is intended to be an aid to enable new host cities to be aware of the many facets of each event. In addition it will be a resource for historical data regarding past events.

### B. Scope

The scope of this manual is only for the National Convention and Tournament, the Winter Meeting and Tournament and the Senior Meeting and Tournament. The information contain herein is not intended to replace the tournament guidelines already in place for the National tournaments or the rules and regulations governing the golf at those events. While this material is intended to be a guideline it is not a rulebook and adjustment of individual items as needed by the host city is expected.

### C. Committee Members

The committee that has compiled this manual is composed of the following Members:

Sandy Villarreal, Pomona Chapter, Chairperson  
Mario Torres, Austin  
Juan Rodriguez, Phoenix  
Lalo Ruiz, Phoenix  
Pete Sanchez, Houston  
Adolfo De La Fuentes, Harlingen  
Ernest Perez, San Angelo

## II. National Convention and Tournament

### A. Pre-Planning

#### 1. Initial Planning

It is important to consider the need to plan at an early stage for the event. In regards to the National tournament this should start at a minimum of three to four years prior to the event. In many cities, convention facilities are often booked by large groups as far in advance as five years. Therefore it is vital to start planning early enough to ensure that you are able to book convention facilities as needed.

#### 2. Commitment of Membership

The hosting of a National event requires a strong commitment of the majority of the club membership. Without the help of the members and their families the burden of planning, chairmanship and execution falls on too few members. When there are not enough volunteers for both pre-event work and for manpower during the event, the event cannot run smoothly. This will lead to overwork for those who are committed and eventual complaints from the attendees.

It is recommended that a general membership meeting be held as the first step of the planning stage. All members should be strongly encouraged to attend this meeting to discuss the level of commitment that they will give to the event. You may want to include spouses or other family members at this stage as well. If the membership as a whole is not willing to commit then the Chapter may wish to consider if they want to withdraw from the hosting of the event.

If a Chapter withdraws they will need to notify the National President as soon as that decision is made so the he may contact other Chapters to fill the vacancy. (See National Guidelines for the rules regarding timing.)

If the decision of the membership is to proceed, the initial meeting should attempt to decide the chairmanship and main committee chairs.

#### 3. Chairmanship for Entire Event

The Chairperson of the event is a very important position and should be carefully considered by the Chapter. The Chairperson has the responsibility of coordinating the entire event and overseeing each committee to determine if they are meeting their deadlines and fulfilling all the requirements of the committee. The Chairperson will be the main point of reference for the National officers and the delegates and will make the presentations at the delegate meetings.

The Chairperson should be willing to commit the time needed to chair this event. This includes at a minimum all meetings of the host city committee,

the National delegate meetings starting at two years prior and the entire week of the event.

Many chapters have chosen to have Co-Chairpersons instead of a single individual. This does spread the workload and the responsibilities but if this method is chosen then the Chairpersons should clearly set aside what parts of the event will be each person's responsibility and how questions or problems will be resolved.

#### **4. Committee Chairs for Main Committees**

The initial planning meeting is a good time to determine what members have an interest in being chairpersons of the main committees. These committees are outlined in detail in Section F below. While you will need all committees filled at some point, certain committees are key to the success of the event. Those committees that must start planning early should be committed at this stage as much as possible since without a volunteer to chair these committees this work will fall on the overall Chairperson.

The men's tournament chair will have responsibility for the golf courses, course captains and the actual running of the golf tournament. He will also oversee the Lady and Junior golf chairpersons.

The chairpersons for guest activities, ladies activities and junior activities are crucial. Their planning must start at the early stages in order to properly budget for events and to ensure that this part of the week is fully covered.

Souvenir sales chair will need to research and determine the best vendors, products and pricing for the various souvenirs. This person should be conscientious because of the need to fully account for and control the inventory and money received from sales.

Brochure chair will determine the basic content of the brochure, choose the printer and oversee the layout. This person will work to get advertising and to make the brochure a financial positive for the event.

The Treasurer or Financial Chair has a large responsibility since this person will be in charge of a large amount of money and will require meticulous record keeping and scrupulous honesty. They will not only be collecting registration fees but also skins money, souvenir sales, raffles and brochure revenues. This position does not have as much pre-event work as other committee chairs but is vital to a successful event.

#### **5. Proposed Dates of Event**

Initial planning meetings should attempt to set possible tentative dates for the event. It is usually wise to select a first and second choice of weeks and these dates should fall within the dates specified in the National Tournament Guidelines. The final selection of dates however will be determined by the availability of convention facilities and headquarters' hotel available dates.



## 6. Tournament Theme or Slogan

National Tournaments usually have some time of slogan or theme to help pull together the event. Preplanning meetings are a good time to discuss possible slogans. They might incorporate the year as part of the slogan or the city name or some other catch phrase to remind members of the event. Past slogans have been:

"A Tribute to our Founders" - San Antonio 1992  
 "Tee it High, and let it Fly in 95" - El Paso 1995  
 "Golden Anniversary" - Corpus Christi 1997  
 "Brazos Abiertos" - Brownsville 1998  
 "Goin' to Kansas City" - Kansas City 1999  
 "2001- A Golf Odyssey" - Phoenix 2001  
 "Disney and You in 2002" - Pomona 2002  
 "The Place to be in 2003" - Austin 2003  
 "Fore in Two-Thousand Four" - San Antonio 2004  
 "Fun Central" - Irving 2005

## 7. Tournament Logo

Each National tournament usually has a special logo designed to commemorate the event. This logo is printed on brochures, communications and all souvenir items. It may be the same logo as used by the chapter with the addition of the year or it may be a special logo incorporating information on the chapter or city etc. Consideration of a person or company to design this logo should be done early so that it may be incorporated into all promotions. Consider the slogan selected in creating this logo as well.

Of special note in creating a logo is the degree of complexity desired. Many logos will look good when printed or silk-screened but may not translate well into the embroidery that is usually used on shirts and caps. When a logo is designed it should be shown to the vendor chosen for these items to see if it is suitable for embroidery. More complex designs with multiple colors and many stitches will also cost more to embroider.

## 8. Attendance

During the planning stages it is important to make some estimate of the number of players and other attendees that are anticipated. Determining the number of courses, the size of hotel, the number of rooms to block, the size of convention space and many other items is dependent on the number of players and families that you want to plan to accommodate.

Using the past attendance figures of other conventions may be your best guide to calculating your numbers. However, conventions held in the largest cities/chapters within Texas will always garner the most players. Conventions held outside Texas will have half as many players. You may want to refer to the appendix for details on previous convention's numbers.

Determine a minimum number that you think will attend and use this as your figure for calculating budgets and other financial figures. Then determine the maximum number that you want to accommodate. You may need to limit the number of attendees if your facilities only allow for a certain quantity. A

good rule of thumb for judging total attendance is to estimate the number of players and then count for 1-1/2 family members per player.

## B. Locations

### 1. Convention Facilities

The selection of convention type facilities is one of the most important issues of the planning stage. Based on the number of participants at a National convention, as determined in the planning stage, you will need a large banquet/meeting space for the Parade of Colors and Awards Dance and possibly other functions.

If your attendance estimates are small enough you may be able to accommodate everyone in a larger hotel's banquet area. However, most hotels do not have large enough space for everyone plus room for a large dance floor. This then requires moving to a convention center or other large hall. Finding possible locations should be a first step.

#### a) Location

The location of the convention facility should take into account several factors:

(1) Downtown versus suburbs. If the facility is near the downtown area it may be close to area attractions, restaurants and other places of interest. It also may have a greater number of options for transportation including taxis, buses, subways etc. Downtown convention areas usually have a large number of surrounding hotels. Negatively a downtown location may add the problems of traffic during the workweek in a busy area. Also downtown facilities have a difficulty with parking and often have high parking charges. The price of these facilities may be higher than the outskirts.

Suburbs usually have the advantage of lower costs. Parking may be easier and less costly to attendees. Traffic problems may be less in outlying areas. On the negative side there may be fewer neighboring hotels and little or no local transportation.

(2) Proximity to possible headquarters hotel and overflow hotels. The distance of the headquarters and other hotels is important since this will dictate whether or not attendees can walk to the parties or need to drive. If the location is at some distance you need to consider if you will provide bus transportation to the facility.

(3) Relationship to possible golf courses. Is the convention facility and headquarters hotel near the courses that you will use? Consideration must be given to the travel time for players to get from the headquarters to each course. This should include taking into consideration workweek traffic patterns.

#### b) Date Availability

Once you have decided on potential convention facilities a preliminary meeting should be set with the committee chair and the convention facility

to determine if the dates desired are available. You will also need to coordinate this date with your headquarters' hotel availability.

c) Square Footage Requirements

At the preliminary meeting with the Convention Center staff you should discuss the following items regarding space requirements. Many times the convention facilities can be divided into various configurations by the placement of different walls. The convention planner will have full details and will assist in determining how the facility can be best configured to meet your needs.

(1) **Seating** - Discuss the maximum number of attendees and whether you want to have round tables or rectangular tables for seating and how many will be seated at each table. Keep in mind that you need enough space around tables for freedom of movement between the tables when people are seated.

(2) **Stage** - You will need a large stage area to accommodate the bands and their equipment. Make sure that the stage has easy access from both sides and is raised enough off the floor to make it easy to view the band and speakers. Discuss where it will be located in the room. Placing a stage on the longest wall will make it more viewable by everyone rather than placing it at one end of a long room.

(3) **Dance Floor** - You will need a very large dance floor to accommodate the Parade of Colors. The tables should be placed around the floor in a u-shape. Usually convention planners are not fully aware of the size required. If the dance floor is too small it will make attendees feel too crowded.

(4) **Posting area for scores** - Discuss where and how you can post scores. You need a large area where easels or boards can be set up and there will be room for the players to gather around and check scores. This can be outside the party room.

(5) **Office space** - Consider if you will need some temporary office space for the committee at the convention facility. This might be needed for completing scoring, skins distribution or other needs.

d) Pricing

Of critical importance when booking your facilities is finding out all the possible costs. This goes beyond the actual space rent as many extras can drive the costs up several thousand dollars.

(1) **Facility** - You will need to discuss the price per event for the convention space alone. This is usually based on the square footage requirements.

(2) **Tables, chairs, tablecloths** - Find out if the cost of using the tables and chairs are included in the space rental. Sometimes there are extra costs involved for each table and chair per day. If you want the convention facility to provide tablecloths, ask what the cost per day is and whether they can be used for several days without changing. Also check if there is a cleaning fee. You may want to purchase

plastic or cloth tablecloths yourself to lower the costs. Plastic tablecloths can usually be used for more than one night but some may need to be replaced due to spills and tearing so plan for extra.

**(3) Electrical (light changes, band)** - Ask for the cost of any electrical setup. This will include the amount of electricity (cables, extensions, etc.) needed by the bands. Usually the convention center will know but they will ask for specific requirements when you hire a band. Most convention centers will charge for having an electrician on site during the event to raise and lower the lights and there may be a cost for each time they are changed.

**(4) Signage placement** - If you plan on having signs or banners on the wall or at the entrance ask how that is handled. Your sponsors will often provide large banners that are hung in the entry way or on the walls of the convention space. They will not allow you to hang your own signs and will require and charge for a staff person with cherry picker or other lift device to hang and then take down the banners. Find out if the cost is per sign or per hour and the approximate time needed for each sign.

**(5) Stage size and configuration** - Discuss with the convention planner the size of stage needed if there is not a built in stage. This should include a large enough stage for the size of your bands and steps at each end for access. The stage should be high enough to be easily viewed from the audience when the dance floor is full. Determine placement of the stage in the room. Sometimes it is better to place the stage on a sidewall rather than an end wall. A sidewall may make it closer to the audience than on an end wall in a long narrow room. Check if there is a cost involved for the stage setup. Be sure to plan for the tables to hold the trophies on the awards nights. They will usually be placed in front of the stage at the floor level.

**(6) Microphones and public address system** - Find out what type of microphones and sound systems are available and the cost involved. This is very important since usually there is additional cost involved if you want the convention center to provide the system. It may work better if you use the band's microphones and speakers if they are adequate to give you sufficient sound to be heard throughout the convention hall. This will reduce the cost of extra equipment.

**(7) Staffing (guards, ticket takers, other)** - You should ask about the requirements for additional staff needed during the event. There might be requirements for guards and the number may be dependent on the number of attendees. If you have enough club members or volunteers to man the doors and check badges or take tickets you may not need additional paid assistance. However, using club members or volunteers necessitates them being absent from the parties for several hours each night and may not be fair to them. If you can afford it, you should try to plan on having the convention center furnish the staff needed to man the doors. Check on the costs involved.

**(8) Parking (fees, attendants, valet)** - Check on the costs for parking at the facility. They may require each car to pay either for the event or per hour. Find out if there are different options available and whether

you can pick up part of the cost to alleviate it for the attendees. Do they have valet parking? Handicap parking? Guards in the parking lot?

**(9) Cleanup** - Find out what cleanup costs may be over and above the space rental. Be sure that they will be cleaning between each night. There may be extra costs involved for this possibility.

e) Restrictions

The convention center may have restrictions that will cause a problem with our type of event. Check for any of the following possibilities.

**(1) Beer or other liquor** (who purchased from or supplied by) - Of course you will need to determine if the facility has restrictions regarding alcohol. If you have a beer sponsor, ask if the beer can be provided by them with you paying a corkage fee? Will the corkage fee be per drink or per barrel for draft beer? Can you serve beer or must it be staff? If they do not allow outside liquor then you will need to discuss the full costs, whether they will discount and how this can be handled. Also be sure that the liquor can be served in the convention hall even though there are children present. Some facilities will not serve alcohol when children are present. If they must provide the alcohol also check on the number of bars needed (cost per bar?) and the locations. Is there a minimum sales required per bar?

**(2) Food** (who purchased from, outside food allowed, snack bars) - If you want to provide food for the attendees, can you bring in your own food from an outside caterer or must it be bought from the convention center. This will certainly change the costs of the food since outside caterers will be less expensive than using the in house caterers. Sometime the in house caterers are a separate company and must be arranged for on a separate account. If you do not want to provide food, does the convention center have their own snack bars and what arrangements can be made to have these open? What will the food selection be? What costs per food item? What types of minimums are required or do you have to pay a flat fee to have them open.

**(3) Attendance allowed** (adults, children) - Check if there are any limitations on the number of people and whether children of any age are allowed.

**(4) Music** (hours allowed) - What restrictions are there on music and the sound system? Do they restrict the hours that you can play music? Do they have other limitations? You might want to check if you are using only part of the convention facilities if the room next door to you will also have music. It might conflict with your music and if not you might conflict with their event and be asked to turn your music down.

**(5) Storage and delivery of trophies** or other items - Check if you can have trophies delivered to the convention facilities. They might accept them but charge a storage fee to store them until you need them.

f) Hours of access daily - When you reserve your rooms you should be sure to reserve them not just for the night events but also during the day time so that you can set up tables and decorations. Find out what it takes to get

into the rooms and how you can have the other chapters access the room for the Parade of Colors set up.

g) Contracts

You should carefully read the terms of the contracts so that you understand all of the restrictions and limitations.

(1) **Dates of deposit requirements** - Find out when and in what amounts the deposits must be made. There is usually an initial deposit and then more needed, as you get closer to the event until the final payment.

(2) **Cancellation policy** - Check on any cancellation policies and how much, if any, of the deposits can be refunded depending on when you need to cancel. Quite often there is no refund of previously paid deposits.

(3) **Change policy** - What policies do they have if you need to make changes. Can you change dates if available and what costs are involved?

h) **Promotional materials available** - Does the convention center or convention bureau provide you with promotional materials, pictures, videos, brochures, folders, etc. that you can use for your presentation to the delegates? Are there costs involved? Using their materials can help promote your event often at little or no cost.

## 2. Headquarters Hotel

At the same time as you look at convention facilities you must also be determining what will be your headquarters hotel. This hotel is usually the place where most of the activities occur during the week and is of crucial importance. The following are some considerations when talking to hotels and making your selection.

### a) Location

(1) **Proximity to convention facilities** - The first item to be considered is the location of the headquarters to the facility used for the larger parties.

(a) **Within walking distance** - This option would be the best if available. This eliminates the need for everyone to have transportation to the convention center via car or bus. Keep in mind that everyone's idea of walking distance is not the same. To some people even if the convention center is next door to the hotel some members may be still find it too far to walk.

(b) **Public transportation (hotel shuttles, city buses, etc.)** - Another option would be if there was free transportation through hotel shuttles that would take attendees back and forth on a schedule. If the hotel does not provide shuttles are there local, easy to use bus or trolley systems that will transport at frequent intervals. If so, be sure that they run late enough at night to accommodate the late night parties.

(c) Need for buses to shuttle to convention facilities - If the facility is not near enough to walk or if convenient public transportation is not available, you will have to consider if you will need to provide buses in a shuttle back and forth between the hotel(s) and the convention center. This will certainly add to your costs and needs to be considered in your budget.

**(2) Surrounding area** - The surrounding area around the hotel should be carefully considered as well. The attendees should feel comfortable bringing their families to stay in the hotel.

(a) Safety for convention attendees - First off the safety of the attendees should be considered. Is the hotel in a safe area? Can the attendees walk in the surrounding area and feel secure? What is the general condition of the area? The impression that the attendees have of the area may be one of the deciding factors in whether or not they attend. Therefore if you are located in a large metropolitan city and you are in the downtown area there are often blight and poor neighborhoods surrounding the convention and hotel facilities. If so, you may want to consider locating in a nearby suburban area if this is feasible.

(b) Nearby amenities (restaurants, points of interests) - In addition to the hotel itself you need to consider what facilities are nearby. Are there sufficient restaurants or other eating-places close to the hotel? Often the headquarters has limited dining and attendees will want to eat at other restaurants nearby. Are there other points of interest in the vicinity for families? Places like museums, shopping centers, movies, etc. will make it more attractive to stay at the headquarters.

(c) Overflow hotels - See item II.B.3 for details of overflow hotels.

## ***b) Date availability***

After making a selection of possible host hotels you must coordinate the dates you have selected and determine if the hotel is available for the dates desired along with the availability of the convention facilities.

**(1) Guest rooms** (including pre-event and post event days) - Check with the headquarters if the required number of rooms are available for booking for the entire week. This should include some booking of rooms for the preceding weekend and the following weekend as well since some members will want to come early or stay after the event with their families. Plan on blocking some rooms for these nights although this should be a lower number.

**(2) Meeting rooms** (including setup and shutdown days) - When you are first talking with the hotel you must also discuss with them the need for the various other rooms as detailed below. This includes needing rooms for registration, souvenirs, delegate meetings, luncheon, hospitality and any rooms for evening parties. You may have a problem

if the hotel has guest rooms available but has booked the meeting rooms for other groups. Don't forget that you will need some rooms on the preceding Sunday for setup and the following Saturday for your shutdown.

### ***c) Guest Room Requirements***

When reviewing the hotels for the headquarters you should take the opportunity to view the guest rooms and discuss some of the following items.

(1) **Number available for blocking** - How many rooms do they have available during the selected dates for blocking? Be careful when blocking rooms to not over block since you may end up being liable for un-booked rooms depending on your contract. Not all attendees will want to stay at the headquarters since this is often the most expensive hotel. Remember that some attendees will use the headquarters, others will use the overflow hotels, some may choose their own hotel outside of the blocked hotels and some may stay with family or friends. Usually no more than 50% of your total rooms blocked should be set for the headquarters unless there are few other choices. The maximum number decided upon should be set for the Wednesday and Thursday night since everyone will need to be in town for those days. The next busiest night will be Friday night and tapering off on Tuesday and Monday nights. The weekend prior should book a few rooms as well as the Saturday after but these numbers should be relatively small with the option to add more rooms if needed.

(2) **Type of rooms** (doubles, singles, king, suites etc.) - Check what type of rooms are available including king rooms, doubles (for golfers that want to share) and singles. Also you may want to have suites available for your chairperson or for other things like hospitality rooms. Find out if you can get a special rate for suites as well as the regular rooms.

(3) **Non-smoking and handicap availability** - Be sure that there are non-smoking and handicap rooms available.

(4) **Condition of rooms** - When meeting with the hotels you should ask to check a few of the guest rooms to check their condition. Ask when the last time that the rooms were refurbished. Ask to see several rooms in different parts of the hotel to be sure that you are not seeing just a special room set aside for this purpose.

(a) **Cleanliness** - Check for general cleanliness of the room, furnishings, windows, etc.

(b) **Age of furnishing** - What condition are the furnishings? Do they look new or are they old and shabby?

(c) **Carpets and drape condition** - Are they torn, threadbare or stained?

(d) **Bathrooms** - Is the tile and appliances newer or old and chipped and cracked? Is the shower and bath area clean?

### ***d) Meeting room requirements***



The headquarters hotel needs to be large enough to accommodate all the meeting rooms needed for the event unless you plan on using convention or other facilities. However, the best course is to have as many of the events at the headquarters to make for ease of use for attendees. Some do not like to have to rent cars in order to get to the basic functions. Check the rooms for size, general condition, convenience and availability as follows:

**(1) Banquet room size** (dinner or dance) - If you are planning one or more of your events at the hotel to save on costs you will need to check the sizes and maximum attendance allowed for these rooms. You may need a facility for an opening night party on Monday, a Tuesday night party and a tee off party on Wednesday. Are these rooms large enough to accommodate the expected number of attendees? Can they be set with tables, chairs and a large enough dance floor? If you can use the hotel for one or more nights depending on your estimated overall attendance, you may be able to save on the cost of convention facilities. Discuss the dining facilities if you are thinking of providing one night with food. You should get menus at this time and pricing so that you will be able to work this into your budget.

**(2) Registration area** - The room required for registration should be large enough to accommodate tables for the following different activities:

**(a) Check in table** - A table where one or two people will sit with lists of the signed up members and will check that they are present.

**(b) Registration packets** - This will require several tables depending on the number of attendees. Boxes with all of the registration packages will be placed on top of the tables so that committee members can stand behind the tables. A rule of thumb would be one 8' table for each 250 players.

**(c) Tee prize (packages)** - If you are giving out tee prizes you will need tables to hand out the packages and room behind them to store the packages. How many will depend on the number of anticipated players.

**(d) Skins** - One or two tables should be set aside for skins registration.

**(e) Ladies and junior golfer registration** - Determine if you want a separate area for the ladies or juniors or if you want them to register in the same line as the men. If they are in the same line as the men then you will need fewer workers. If they are separate you will need to have another table for their registration, packets and tee prizes if any.

**(f) Family activities registration** - At least one table should be set aside for signups for ladies and family tours. Depending on the number of tours and your attendees this may take two tables.

The room selected needs to accommodate the tables indicated with space behind them for chairs for the workers. It also needs room to store the registration packets and tee prizes behind the tables. The room should also have space for the attendees to move around the room.

The registration room should be available from Sunday night if possible for setup through Wednesday. After that time there may be no need to have a room since registration is over and the remaining materials can be stored in the office area. It should also be able to be locked and the registration chairman should have a key to this room to allow it to be locked after hours and during a lunch break if provided.

**(3) Souvenir Sales & Raffle room** - This room should be large enough to accommodate all of the boxes containing souvenir items (shirts, hats, tote bags, etc.) as well as sales tables to display the merchandise. It can also be used to display the raffle items and to sell raffle tickets. It should be next to the registration room and preferably before the registration room so that members must pass this room to get to registration. This will ensure that they notice the room and have an opportunity to purchase souvenirs. It is not recommended to have this room part of the registration unless the room is large enough to place this area at the far end of the room from the entrance.

Consider what hours you plan on having souvenir sales open before you set the number of days needed. Sales are usually open from Monday through Wednesday during the same hours as registration. However, there are usually still souvenirs to sell after the first three days and you should consider whether you plan on having abbreviated hours on Thursday and Friday after golf. If this room is located close to the hospitality room you might want to have it open during the hospitality hours on the last two days. If it is in another part of the hotel then having it open when no one is close will be pointless. In that case you might consider having sales at the convention center on Thursday and Friday evenings.

It should also be able to be locked and the souvenir chairman should have a key to this room to allow it to be locked after hours and during a lunch break if provided.

**(4) Delegates Meeting room** - The delegates meeting room needs to be large enough to accommodate a stage area with two 8' tables and a podium with microphone for the National Officers. The rest of the room should be set up meeting room style with narrow tables and chairs. Plan for enough tables and chairs for at least two delegates per chapter and plenty of room to move between the tables when delegates are seated. Quite often this room is way too crowded. The delegates need plenty of room to spread out their books and materials.

Have the room setup with the following items:

- American flag on stand
- Microphone & podium
- Water and glasses on each table or at the back of the room
- Pens and pads for note taking
- Extra chairs at the back of the room for observers room only needs to be available for half a day usually unless for other purposes.

**(5) Delegates' luncheon room** - Discuss the need for a luncheon room for the delegates' luncheon (or breakfast.) Again this should accommodate at

least two delegates per chapter and the National Officers. You can make a more exact count when the registrations come in. Look at menu selections at this time so that you can plan for your budget an approximate figure for lunch. Remember that most hotels will not allow you to bring in outside food but you can check on your options for this. It may reduce your costs if allowed. Another option may be to take delegates outside of the hotel for lunch.

**(6) National Board Meeting room** - One evening of the week (usually the first night) the National Board needs a meeting space. This usually involves only a handful of people (no more than ten) and can be set up as a boardroom with one large table and chairs. Check with the National President about what day and time he wants reserved for this meeting. Ask the hotel about the lead-time you will need to reserve this kind of room and what is available.

**(7) Lady golfer meeting and junior golf meeting** - On Monday evening prior to the junior and ladies golf tournaments you will need a meeting room with a podium and microphone and seating for a group ranging from 30 to 100 people. No tables are required. The time allotted should be approximately one hour per meeting and the same room can be used if the meetings are scheduled one after the other. The meetings do need to be scheduled in the early evening to give the participants time to arrive and check in.

**(8) Ladies Committee Meeting room (and/or luncheon)** - The ladies committee meets on Thursday morning and requires a meeting room similar to the men's delegates meeting. It is not required to have a luncheon for lady delegates because there is no longer a fixed number of delegates to provide for. If your budget allows you may want to provide some refreshments.

**(9) Rooms for children's activities, teen dance, etc.** - Discuss with the hotel your plans for any additional rooms you will need for activities for the kids. If you are having a teen dance or other kids activities you will need to plan for rooms for those activities.

**(10) Rooms for ladies activities (i.e. bingo, fashion show, etc.)** - If you are having activities for the ladies at the hotel such as a fashion show or bingo or wine tasting or other games or social time then be sure to plan for rooms for those activities.

**(11) Hospitality rooms (host city, other Chapters)** - Of crucial importance is having adequate space for the hospitality rooms. Depending on the hotels requirements this might be a meeting room with round tables and extra chairs and a setup of tables to serve the beer and soft drinks. If you cannot use a meeting room due to requirements on serving liquor (see Section H below) then you may need to use a suite of rooms. Check on the size and availability of suites for this purpose. Usually you will need to make space available for upcoming host cities to host their own hospitality rooms. They may want to host there hospitality using their won rooms or suite. Another option would be for you to offer one or more of your days of hospitality to those chapters and ask them to pay for the beer and other refreshments. This option will help lower your hospitality costs if desired. This would also help eliminate excess and competing hospitality rooms at the same time.

Usually there is a hospitality room scheduled for several hours each afternoon of the convention (Monday through Friday). You will need to determine the hours needed but be sure to allow for setup time and try to have the same room reserved all week for the ease of members knowing how to find the hospitality room.

(12) **Office and scoring room** - Ask the hotel to provide you with a room that can be used for your committee's office and for the scoring room. This room will be used to store your materials, supplies, copiers, computers, scoreboards and all other items needed during the event. You will need this room probably from the Sunday before the event through the following Saturday. It should be lockable with the committee members having the keys. It does not need to be large but should be able to accommodate enough tables for the scoring committee to work.

#### ***e) Other amenities***

(1) **Dining facilities** - Ask the hotel to show you their dining facilities since this will probably be the first choice of attendees staying at the headquarters. Hopefully there will be more than one option to offer.

(a) Coffee shop and/or cafe or poolside etc. - Does the hotel have a coffee shop or other small cafe (coffee stands, fast food, poolside etc.)?

(b) Full service restaurant - Is there a full with upscale type dining?

(c) Bars - How many bars are available? Is there evening entertainment or weekend entertainment? Is there a cover charge?

(d) Pricing of above - Check the menus of the above establishments so that you will have an idea of the costs involved in eating at the headquarters.

(e) Hours of operation - Check the hours of operation of each of the above. Is the coffee shop open early enough for the golfers to eat prior leaving for the course? If not, can it be arranged on a special needs basis and if so at what cost or guarantee? What hours are any of the food stands open? What are the hours of operations for the restaurant and bars?

(2) **Pool and spa** - View the pool area to determine if it is well maintained and an attractive area. The families will definitely want to spend time with children in this area and a large well equipped pool area is a plus that will help draw attendees to book rooms at the headquarters.

(a) Hours of operation - Check what the hours of operation are for the pool.

(b) Lifeguards - Does the hotel provide lifeguards? If they do not and you are planning any type of pool party for the children then you will need to have adults present during the pool party

who are qualified to act as lifeguards should an accident happen.

(c) Restrictions - Are there restrictions on the use of the pool? Do children of a certain age require adult's supervision?

**(3) Other** - Check out other facilities that the hotel might offer. If some of the following facilities are available it will make for a great headquarters' hotel.

(a) Exercise room or gym - Does the hotel have an exercise room? What equipment does it have? Is there a cost involved?

(b) Spa facilities - Are there women or men's spa facilities? What costs are involved?

(c) Business center (computers, copiers, fax) - Is there a business center? What facilities does it have? What costs are there for using these facilities? What hours of operation? Can you operate the equipment or is there an attendant only during specific hours? You may want to find out in particular about the copying facilities because you will need to make many copies during the week. What is the price per copy? What size copies and/or enlargements can you make? You need to know the details so that you can decide if it is feasible to use the business center for copies or if you need to rent your own copiers.

(d) Gift shop - Is there a gift shop in the hotel with basic necessities (toothpaste, aspirin, over the counter medicines, mouthwash, etc.)? Does it have vending machines or food items and drinks for sale?

**(4) General ambiance, condition and spaciousness** - After checking out the specifics listed above as requirements for the hotel you will of course need to check on the general ambiance of the hotel. Is it an attractive hotel with spacious grounds? Does it have any special features that will make it attractive to our members? Is its general condition good or is it in need of repairs in the public areas?

**f) Parking** - Ask about the available parking for those staying at the hotel and for those staying at other hotels that come in to register, attend meetings, visit the hospitality room or attend any evening functions.

**(1) Open parking or parking garage** - Is there an open parking area or is the parking in a parking garage? Is there sufficient parking for all those staying at the hotel or do people have to park at some offsite area.

**(2) Daily fee for parking** - Is there a daily fee added to the room rate for parking at the hotel? Is there an hourly rate for those not staying at the hotel?

**(3) Valet (optional or required)** - If there is a parking garage is it handled with self-parking or with valet only parking? If it is valet only parking, this can cause a major problem due to the fact that all the golfers will be leaving the hotel at the same time early in the

morning. If the staff is not prepared for this there will be many disgruntled golfers who may not be able to get their cars in an expeditious manner.

**g) Pricing** - After determining if the hotel has the capability of hosting the event by looking at the rooms available, meeting space and other requirements listed above, you will need to discuss the pricing because this of course will be the final determining factor.

(1) **Room rates** (singles, doubles suites) - The key rate of course is the room rate for your standard double room. Undoubtedly the hotel will quote a high rate during your first negotiations. They are attempting to get the highest possible rate for their rooms and often base their initial quotes on the rate they quote for business conferences where the attendees are on expense accounts. You will need to discuss the fact that our attendees are families who are paying their own way and many are seniors on fixed incomes. You may need to work on the rates over a period of time and several meetings before you get the hotel's bottom rate. If you have options of several headquarters' hotels then you may be able to work them against each other to get the best rate.

(2) **Meeting room fees** - The hotels usually will give you meeting room space if on any costs that they might charge for the large number of meeting rooms that you require. Sometimes charges take effect if you do not book a certain percentage of rooms. Go over the details with the hotel during your initial meetings.

(3) **Banquets/food/drink** - If you are planning on providing any type of banquet or other food or drink service at any event, ask for the menus and pricing so that you can determine what you may be able to offer. If you are having a dance you will need a stage, electrical setup, etc. similar to what you need at the convention center. Talk to the hotel about what is available and costs involved.

(4) **Signage placement** - If you will be having banners provided by your sponsors or your own banners you may want to have them hung in the lobby area, front of the hotel or meeting rooms. Ask what fees are involved in having the hotel hang those signs and what requirements they may have on the sign content.

(5) **Additional services** (easels, signs, electrical) - Each item that you ask the hotel to provide for you is usually provided at a cost. Ask about the costs for easels, electrical connections required in your office or banquet rooms, changes to room setup and any other ancillary charges that they might have.

**h) Liquor policy** - This will be a key factor in your choice of hotel and a major point on your budget depending on the method you can use for serving beer and/or soft drinks. If you are planning on having a sponsor who wishes to provide you with beer then you must find out from the hotel if they will allow you to bring in and serve alcohol that is not purchased through the hotel. Many cities and states have strict licensing requirements about outside alcoholic beverages. These laws may provide that only the hotel may serve alcohol or they can lose their liquor license. They may offer an

option of outside beer only if hotel personnel serve it and if a corkage fee is paid to the hotel.

(1) **Meeting rooms or suites** - Ask the hotel about their policies and discuss options. If the hotel allows you to bring in outside beer, can you use a large meeting room for the hospitality room? If you can't use a meeting room, can you serve your own beer in a hotel suite? Do they have large enough suites to accommodate a large group at one time?

(2) **Beer provided by hotel, sponsors, and host city** - If the beer must be provided by the hotel, what is the cost to you? Can they give you beer at a discount? Can a sponsor such as a beer company provide you with the beer and if so then who serve the beer? Can you purchase beer and bring it in if you do not have a sponsor? Some hotels will allow you to purchase the beer but they must handle it and serve it.

(3) **Corkage fees required** - In general if the hotel does not sell beer to you, then you will need to pay corkage fees to the hotel to make up for their loss of income. You need to be clear about what that fee is per bottle, per can or per keg.

(4) **All events** - Be sure to discuss all events at the hotel that you want to serve alcohol. This includes five days of hospitality rooms and any evening parties.

***i) Room booking policy*** - Check with the hotel on their policy regarding the booking of rooms. This can vary greatly depending on whether or not the hotel handles it individually or if booking must go through a convention bureau.

(1) **Individual** - Should each person call the hotel and make their reservations individually? What are the deposit requirements per room? What are the individual cancellation requirements and deadlines?

(2) **Through convention bureau** - Are reservations only to be made through a local convention bureau? This keeps more control of what rooms are actually booked.

(3) **Limit on number of rooms** by a single individual - consider if you want to ask the hotel to limit the number of rooms that a single individual can book. You may want to do this because often a person from one chapter will book many rooms in anticipation of a certain number of members from the chapter attending. Then when they don't have the members actually signed up they cancel the extra rooms at the last minute. This can cause the hotel to appear to be booked when there are actually many rooms. Consider allowing an individual to book only two, three or four rooms.

(4) **Does the hotel use an 800 number for booking** the rooms or do the attendees call the local hotel number? Is there a special booking code? How soon can they start booking rooms? If they use an 800 number are they sure that the correct number or rooms will always be available. Many times in the past members have called for rooms on 800 numbers only to be told that all the rooms are gone. Then when a direct call is made to the hotel it has been determined that there are rooms available.

**j) Contracts** - You will need to sign a contract with the hotel that will outline all of the major provisions that you have discussed. It will not detail the meeting rooms required but will outline the booking requirements, room rates and any other special fees. Ask them to commit to the meeting rooms that you require in some way so that you are sure that you will have the rooms needed.

(1) **Deposit requirements** if any - Discuss if you are required to provide deposits of any amount for the rooms.

(2) **Attrition policy** - Check if the hotel is going to include an attrition clause in your contract. This type of clause requires you to pay for rooms if they were not booked. This sometimes means that you could be responsible for thousands of dollars if your attendance is not what you expect or if more members choose to book at other hotels than at the headquarters. Instead of an attrition clause, ask the hotel if they will set a cutoff date for room reservations. If some rooms are not booked by the cutoff date then they will be released back to the hotel so that they can sell the rooms to other parties. Ask when this cutoff date will have to be and see if it will fit into your planned schedule for the event. Try not to allow an attrition clause in your contract unless you commit to a very small room block (100 or less rooms on Wednesday or Thursday.)

(3) **Cutoff date to receive negotiated room rates** - The cutoff date suggested above is usually the last date that members can get the special room rates.

(4) **Percentage of booked rooms required** - Discuss what percentage of the rooms must be booked in order to avoid extra fees for meeting rooms.

(5) **Comp rooms** (based on number of rooms, suites for chairmen) - The contract should outline how you receive comp rooms. Usually you will get one free room night for a certain number of room nights booked. Ask what this figure is and try to negotiate for as many free nights as possible. These comp nights can then be distributed among your key chairman to help compensate them for the work that they do for the event. Find out if they will offer a suite for the chairperson or other members at a lower price or if they are included in the comp nights. **NOTE:** It is not required to give these comp rooms to the National Officers. Their rooms are paid for by the National Organization.

(6) **Cancellation policy and dates** - Discuss the cancellation policy for your contract. If some major event should cause you to cancel entirely what penalties would have to be paid. What would be the last date you could cancel or change without a penalty?

**k) Promotional materials available** - Ask the hotel if they can provide you with promotional materials to be used for your delegate's presentations or to send to the chapters. This could include brochures of the hotel, flyers, and pictures to use in your printed materials or other give away items.

l) **Future remodeling plans** that might interfere with event dates - You may want to ask if the hotel has any plans for major remodeling that would alter the room configurations prior to the event or which might carry over into your schedule. It is always a poor reflection on your planning if a hotel is



completely upset during the week with major remodeling, noise, dirt, closed facilities etc.

### 3. Overflow Hotels

When deciding on a headquarters hotel it is a good idea to check the area for nearby hotels to use as overflow hotels. You should try to select a range of hotel qualities and prices.

a) Proximity to headquarters - The first question should be how close the hotels are to the headquarters. For instance: are they in walking distance to the headquarters or convention center?

b) Transportation availability - If the hotels are not within walking distance, are there hotel shuttles or city bus or other means of easy transportation between the hotels and headquarters or convention center?

c) Date availability - Check to see if rooms are available during your selected time frames.

d) Guest room requirements  
(1) See above as for headquarters

e) Other amenities  
(1) See above as for headquarters

f) Parking  
(1) See above as for headquarters

g) Pricing  
(1) Room rates (singles, doubles suites) - Work on negotiating the best rates possible for your rooms. You may want to have some rooms that are a lower rate than your headquarters. Some members will be looking for very low prices and it's a good idea if you can book some rooms in a budget hotel.

h) Contracts  
(1) Deposit requirements if any - Usually the overflow hotels will not require a deposit. Check to make sure however if one is needed.

(2) Attrition policy - Check if the hotel is going to include an attrition clause in your contract. This type of clause requires you to pay for rooms if they were not booked. This sometimes means that you could be responsible for thousands of dollars if your attendance is not what you expect or if more members choose to book at other hotels than at the headquarters. Instead of an attrition clause, ask the hotel if they will set a cutoff date for room reservations. If some rooms are not booked by the cutoff date then they will be released back to the hotel so that they can sell the rooms to other parties. Ask when this cutoff date will have to be and see if it will fit into your planned schedule for the event. Try not to allow an attrition clause in your contract.

(3) Cutoff date to receive negotiated room rates - Negotiate a similar date for the room cutoffs for the overflow hotels. If possible, ask if this date can be later than the date for the headquarters. This allows members to maybe book last minute rooms.

(4) Percentage of booked rooms required - The number of rooms you need to book at each hotel would depend greatly on your total expected number of attendees. Do not attempt to book all the rooms that might possibly be used. There will always be members who do not use the hotels that you select because they will pick other brand name or budget hotels or may stay with family and friends. Usually the overflow hotels have easier rules regarding this.

(5) Comp rooms (availability) - You may not be able to get comp rooms at the overflow hotels because you are not booking their meeting rooms or food. It does not hurt to ask for these rooms, however, and it could help you give rooms to your committee members.

(6) Cancellation policy and dates - As with the headquarters, check on their cancellation policies and what deadline there will be to cancel.

i) Room booking policy Check with the hotel on their policy regarding the booking of rooms. This can vary greatly depending on whether or not the hotel handles it individually or if booking must go through a convention bureau.

(1) Individual - Should each person call the hotel and make their reservations individually? What are the deposit requirements per room? What are the individual cancellation requirements and deadlines?

(2) Through convention bureau - Are reservations only to be made through a local convention bureau? This keeps more control of what rooms are actually booked.

(3) Limit on number of rooms by a single individual - consider if you want to ask the hotel to limit the number of rooms that a single individual can book. You may want to do this because often a person from one chapter will book many rooms in anticipation of a certain number of members from the chapter attending. Then when they don't have the members actually sign up they can cancel the extra rooms at the last minute. This can cause the hotel to appear to be booked when there are actually many rooms. Consider allowing an individual to book only two, three or four rooms.

#### **4. Golf Courses**

During the same period that you are deciding on a convention center and a headquarters' hotel you will also need to be considering the golf courses that you would like to use. This should include the courses for the men, ladies and juniors.

**a) Quality** - You must look at the quality of the courses available to you and determine if they meet the basic requirements of the PAGA. You want those who attend to consider that they are playing a good quality course for their money. This should be true of all players and even the highest handicap players should feel that they are playing as good a course as the championship players. The lady golfers and juniors should also be given the best course available based on pricing that fits in a reasonable budget.

(1) Degree of difficulty - Look at the slope rating (degree of difficulty) for each course. It is not a bad idea to have a range of course difficulties to accommodate the range of golfers. Therefore a more difficult or higher slope rating could be used for the championship and first flights and work their way up to an easier course for the higher handicaps. Keep in mind that this should not be construed to mean that the higher handicap players are playing a course of lesser quality.

(2) Length of course - The length of the course is of course one consideration in looking at the degree of difficulty. Be sure that all the courses are of a reasonable length. The ladies course should have a shorter length but still be a full size course since you will have different handicaps across the board for the ladies.

(3) Condition - Look at the condition of all the courses to verify that the fairways, rough, greens and general quality of the course is good.

**b) Quantity**

(1) Number of possible courses - Based on your anticipated number of players you must calculate the possible number of courses that you will need. Remember that in all likelihood you will not be able to have a full course of 144 players for a shotgun on any one course. This will be because of the necessary breakdown of players into flights. Until the registration comes in you will not know how many players are in each flight and it will never break in increments that fit the 144-player mold.

(2) Number of flights per course - If you are expecting a large number of players than you must plan on perhaps only one flight per course and maybe a 100 players per flight. For chapter who expect a smaller number of players you might end up with two flights per course.

(3) Ladies tournament - The course for the lady golfers should take into consideration certain facets of their game. A shorter course is more in tune with the ladies game. Also if possible it would be a good idea to choose a course where there are no long carries over water as this can be a problem for the lady golfers.

(4) Juniors (18 hole, 9 hole and/or par 3) - Junior golfers are sometimes placed on the same course as the ladies. However if

you have a lot of juniors this may not be possible. Also the juniors fall into several different categories according to age. Some age groups will play full 18-holes. Other age groups may play only 9 holes regulation or a shortened 9 or 6 holes. The smallest would only play a few holes of a par three length. When looking at a course for the juniors keep these thoughts in mind. Also if you can find a course that has a full eighteen-hole course and a par three at the same location you could more easily accommodate all the juniors in one location?

Guidelines state that the starting age for juniors is 8 year's old. At your option and based on the availability of a suitable course you may want to open it up to the younger children (5-7). Check with the National Tournament Director for instructions. Keep in mind that you will need more volunteers.

### ***c) Location***

(1) Proximity to headquarters - When deciding on courses you must look at their location in relationship to the headquarters hotel. The nearer they are the better.

(2) Driving time and difficulty of location - The driving time to any course should be no more than an hour one-way. Of course that would be preferable to find courses that are less driving time. Also look at how difficult it is to find the course and can you provide easy directions or maps to help players locate the course.

(3) Traffic problems - Look at the traffic patterns in the morning and early afternoon when players will be driving to and from the courses. If the players are driving with the traffic into town they may encounter serious time delays especially in rush hour traffic in the morning. Consider courses that may be in the opposite direction from the main flow of traffic.

(4) Road conditions (construction, highways, side roads, etc.) - You might want to also consider if any major road work is being done on the routes to the courses.

***d) Pricing*** - When deciding on courses one of the prime considerations of course will be the price for the green fees. You will not be able to get the same green fees for all courses since they will probably vary greatly depending on the type of course and quality of course. You must consider if you choose a higher priced course in one instance you will need to balance that with a lower priced course. You should work out what the average price will be and work that into your budget.

(1) Green fees for tournament - The courses may quote different fees for tournaments than for regular rounds so be sure to ask if there are any extra fees. Do not go strictly by their posted rates. Often you can negotiate for better rates since the tournament is during the week. Some locations, however, consider Friday to be a weekend and will charge more for this day.

(2) Green fees for practice rounds - Ask if you can get a special rate for practice rounds and what the availability of practice rounds will be.

(3) Range Balls - Ask if range balls can be included at no charge in the green fees. If they are not included, ask for the pricing.

**e) Availability** - One of the problems inherent in picking courses is the fact that you usually cannot book tournaments more than a year in advance. This means that you may choose some courses during your planning stage that may not be available when you go to actually book those courses. It helps if you have some alternate courses in mind in case your first choices are not available.

(1) Tournament dates - Check at the earliest opportunity if you can book the dates you need. Sometimes the courses have preset events at certain times of the year that may conflict with your event.

(2) Practice rounds - Ask if the course will be available for practice rounds. Some private courses will allow you to book the tournament but will not allow you to have players play practice rounds. This could be a major problem.

**f) Tee off policies (shotgun or progressive tee times)** - Don't forget to discuss the fact that you will need shotgun starts for the men's courses. Some courses do not allow shotgun starts on certain days. The lady and junior tournaments are usually progressive starts.

**g) Observers** - Check with the courses you select for their policies regarding observers on the course during the tournament. Many courses will not allow anyone on the course that is not a player. This is especially important for the junior golfers. The families always want to follow their juniors and you must be sure when selecting a course for the juniors that they allow the parents to follow their children. Also some of the younger junior golfers will need adult supervision on the course and they may need to carry clubs for the smallest golfers. Go over these policies with the course to be sure that you can have these people on the course.

**h) Amenities** - Check out the following amenities of each course. You will need to have some or all of these amenities at each course.

(1) Driving range - This is important since most players want an opportunity to warm up prior to their round. Try not to select a course without a driving range since most players will expect to find a driving range.

(2) Practice facilities (putting, chipping, sand) - Does the course also have other practice facilities such as putting greens, chipping areas or practice sand traps?

(3) Restaurant - Does the course have a full service restaurant for before or after the round? What facilities and what time are

they open. Can they provide some type of breakfast prior to the round? Try to get them to have some staff on hand early for this purpose. What options do they have for you to provide lunch for the ladies and juniors on their courses? Usually you are expected to provide lunch at least one day for these groups. What options do you have on providing your own food? Do they have a barbeque area for instance? Must you purchase the food from the course and at what price?

(4) Snack bar on course - Do they have a snack bar on the course for mid round refreshments?

(5) Beverage carts - Do they have their own roving beverage carts? If they do not, will they allow you to bring in your own beverages? Can you have your own people with water, soft drinks or beer on the course? For the ladies and junior tournaments you are expected to provide water and/or soft drinks on the course. Find out if you can provide it or if you must purchase it from the course. This will certainly affect your costs for these tournaments if you must purchase the water and soft drinks from the course at their rates.

(6) Bar - Does the course have a bar area? Can you bring sponsor's beer to the course? Must the players purchase their own beer from the course vendors?

(7) Photographer - Can the course put you in touch with a photographer that can take pictures on the course of the players? This is a nice extra feature that you can offer but is not something that you would want to pay for.

## C. Schedule of events

A basic plan for the schedule of events should be formulated during your initial planning stage. As you get closer to the event you can refine the plan and choose the details necessary. Certain elements are usually required and should be planned for from the beginning. Other elements will be at your discretion and based on your funds available.

### 1. Meetings

**a) Delegate meeting** - The delegate meeting is usually scheduled for the morning prior to the first day of men's golf according to the bylaws. That day has been Tuesday for many years because there was a senior tournament on Wednesday. However, some chapters have chosen to have the meeting on Wednesday since the first tournament day is Thursday. The meeting is in the morning followed by the delegate lunch. Check with your National President before scheduling this meeting if he requires some changes.

**b) National Board meeting** - Check with the National President about when he wants to schedule his National Board meeting. This may be on Monday or Tuesday depending on when the delegate meeting will be held.

**c) Women's Committee meeting** - The Women's Committee meets on Thursday morning for a couple of hours. Check with the chairperson for the National Women's Committee for details on this meeting. Be sure to plan for this meeting and place it in your schedule so that all women will know when it is scheduled and that it is open to all women attendees.

**d) Meeting of junior golfers and families** - Monday evening you must schedule a meeting for the junior golfers and their families. This meeting will take about an hour and should be run by the National Junior Chairman. It is set to answer questions concerning the golf from the juniors and their families and to set rules for the play.

**e) Meeting of lady golfers** - Monday evening you will also need a meeting for the lady golfers. Your ladies tournament chairman should run this meeting and hand out rules for the ladies golf. Preferably do not schedule this for the same time as the junior meetings since some of the ladies may have junior golfers.

## 2. Music and Entertainment

A big part of the week will be your plans for entertainment. This will include the preset activities such as the Parade of Colors and the Awards Party. You will also want to plan for the other days and work on how you want to entertain the attendees.

**a) Number of evening events** - Since the event runs for five days you might want to plan for some type of event each night. Monday night is traditional a slow evening since many players do not arrive until later in the week. Tuesday night will have more people since some members come to attend the delegate meeting either that day or the next day. Wednesday night is usually a tee off party of some kind and Thursday is Parade of Colors and Friday is the awards night.

### **b) Type of entertainment to be provided**

**(1) Live bands** - It is expected that you will provide live music for the Thursday and Friday night parties at least. If you desire and can afford it you will want to have live music for other nights as well. Look at your budget in booking bands. Remember that both Thursday and Friday nights have little actual time for dancing since the Parade takes up a lot of time on Thursday and the awards on Friday. Spending a lot of money on name bands may be counterproductive since they are only enjoyed for a short period of time on these two nights. Wednesday night has the awards for ladies and juniors.

It is recommended that you audition bands by hearing them at some other event so that you can check out their style, choice and diversity of music played, their equipment, general entertainment value and the quality of their music.

**(2) Disk Jockey** - For the nights where the attendance is smaller you might want to consider a disk jockey to cut costs if necessary.

A good disk jockey can be as much fun as live music. If so, be sure to talk to them about the type of music desired. Hip Hop and Rap are not exactly the music that our members are looking for.

**(3) Mariachis** - Sometimes a mariachi band has been chosen. This could be one possible option.

**(4) Dancers or other entertainers** - Don't limit your options to just regular dance bands or disk jockey's. You should keep your mind open to offering a variety of different entertainment. Something unusual or unique to your city may make for a memorable event.

**c) Locations (Headquarters, convention center, offsite locations)** - What locations do you plan for your entertainment? You have probably planned at this stage for the convention center for the Parade of Colors and Awards night and perhaps the Tee Off Party on Wednesday. You might alternately be using the hotel for the tee off party. Think about other options like a poolside area instead of a meeting room or taking the attendees somewhere offsite to a local nightspot or park area or clubhouse? If you are going offsite do you need to provide for buses to take the attendees there or can they walk or drive themselves? Remember that many players do not come by car and do not rent cars so be sure if you are going offsite that you consider how they will get there.

**d) Parade of colors** - The Parade of Colors is a preset event that always occurs on Thursday night. Plan for a large enough dance floors to accommodate the movement of all the chapters. You will want to have a live band for this night but remember that usually after the parade a large percentage of the players leave because they are playing the next day. The end time for this event could possibly be earlier (11:00 PM for example).

**e) Awards presentations (men, ladies, juniors)** - While this is the final party and requires a live band, a large part of the evening is spent with speeches and giving the awards. You can plan on dancing after the awards since more people will stay late because there is no golf the next day. However, the general attendance will be less than the Parade night because some players will not come at all if they don't think they are eligible for awards. Some players also leave that day for home.

### 3. Hospitality room

**a) Days and hours of operation** - As mentioned before you must plan the days of operation for the hospitality room as well as what hours you want it to be open. A general rule of thumb is to have it open each day in the afternoon after golf is done and the players return to the hotel and before the dinner hour or the evening activities begin. Remember that you don't want people to drink too much so consider keeping the hours short.

**b) Other chapter hospitality rooms** - Consider if you want to offer one or more days to other chapters to host hospitality for the upcoming National



events. You can ask chapters closer to the event if they want to take over your room or if they want to host their own room at a different time. Try not to have hospitality rooms that conflict with other rooms.

#### 4. Ladies Activities

Remember that you are obligated by the bylaws to provide activities for the ladies and to spend at least \$3000 on those activities. In the family first idea of the National event please be sure to plan carefully for the ladies who attend and advertise those activities early in your announcements to the chapters. Good activities will encourage the ladies to come and bring their families.

**a) Number of activities** - Decide how many activities you want to plan for the ladies. They could include things like shopping trips, fashion shows, bingo or Bunco games, wine tasting, a spa trip, casino trip if available, museum trips or other local sites of interest. Try to be creative and feature something that is unique to your city or area.

**b) Locations** - The location of some activities might be in the hotel itself to save on the need for transportation. This might include items like a fashion show, wine tasting, games etc. Otherwise the choice of the activity will dictate the location used.

**c) Transportation** - If some of the activities are off site from the headquarters' hotel then you will need to provide buses or other transportation to the location. Plan on this as part of your budget spent on the ladies.

**d) Refreshments** - Look at the possibility in your budget of providing refreshments for the ladies at some of the activities. This could include soft drinks, coffee, cookies, sweet rolls or other types of light refreshments. Check with the hotel if you can bring in your own food or if you need to purchase from the hotel.

#### 5. Children and teen activities

As per the bylaws you are required to provide activities for the children in the amount of \$3000. It is hard to anticipate how many children will be in attendance and what their ages will be. Since many of our members are seniors they will not be bringing children. However, they often bring extended families including grandchildren. Based on this you should plan some activities for preteens and also for teenagers.

**a) Preteen activities** - These activities could be pool parties, craft fairs, clowns or other entertainers, game rooms, movies, etc. Be creative and plan a few activities. It is not necessary to plan something for each day but certainly two or three days should have some type of activity.

**b) Teenage activities** - Teenagers are harder to provide activities for but you should usually plan for some type of teen dance with a DJ. The timing for this might be on an afternoon so as not to interfere with

evening activities. Usually the family will want to be together for the Parade of Colors and the Awards night. You might consider having the dance on Thursday or Friday afternoon. Other teen activities might be a visit to a game room, amusement park, museums, zoo, etc. Whatever is provided may need transportation so keep that in mind.

## 6. Family activities

In addition to the ladies and children's activities you might want to plan activities that could be for the whole family. These activities could be trips to amusement parks, zoos or other family type attractions. Remember to include budgeting for transportation. Try to plan the schedule so that these activities are not on golf days if you want the whole family to attend.

## 7. Tournament golf

The schedule days for tournament golf are preset in the bylaws and tournament guidelines. The timing for the golf days is based on the courses requirements but should be within the 7:00 to 8:00 time frame for adults and maybe later for the juniors depending on whether they have a progressive tee time.

**a) Days for men's golf** - Men's golf is scheduled for Thursday and Friday.

### **b) Ladies golf**

(1) Days of golf - Ladies golf is scheduled for Tuesday and Wednesday with progressive tee times.

(2) Luncheon or other refreshments - Determine if your budget allows for a luncheon for the ladies after golf. This has been provided most years and is a nice feature for the ladies especially on the final day of golf. You might consider a sit down lunch or a coupon for lunch at the course or a box lunch. If lunch is not possible consider if you want to offer some refreshments before golf like sweet rolls, donuts, fruit and coffee.

### **c) Junior golf**

(1) Days of golf - Juniors play on Tuesday and Wednesday with progressive tee times.

(2) Lunch - You should plan on providing lunch for the juniors on both days of golf if at all possible. This could be in the form of a BBQ, box lunch or lunch tickets depending on what the golf course will allow.

**d) Special tournaments (shootouts, putting contests, etc.)** - Some chapters have chosen to have additional contests during the week. This might be a shootout or putting contests or longest drive competitions or other types of contests. Plan early for these events so that you can include them in your schedule and attendees can plan their own schedule to include these contests if desired.

## D. Promotion

In order to get the best possible attendance at your National you should plan several ways to promote your event among the membership in the time leading up to the event. There are many different methods of promotions available to you including the requisite presentations to the delegates, mailings to chapters and hospitality rooms.

### 1. Presentations to delegates

The bylaws require the chapters to make several presentations to the delegates in the time leading to the National.

- a) Schedule of presentation times
- |                |  |
|----------------|--|
| Initial Report | National Winter Meeting one year prior to the Convention & tournament date.              |
| Second Report  | National Senior's Tournament Meeting one year prior to the convention & tournament date. |
| Third Report   | National Convention & Tournament one year prior to the convention & tournament date.     |
| Fourth Report  | National Winter Meeting (year of your National)  |
| Final Report   | National Senior's Tournament Meeting (year of Your National)                             |

b) Content of presentations - The first two presentations should give chapters the dates, convention facilities, headquarters' hotel and a tentative schedule. Use these opportunities to introduce your basic plans in an exciting manner that will let the delegates know that you are planning a special event. Nice presentation materials with pictures printed in color and bound nicely will help to impress the delegates.

The delegates meeting at the National prior to your convention will be your largest presentation. It must include your detailed budget for the approval of the delegates. It should also include a more detailed schedule of events, the details on all hotels, the proposed golf courses you will be using and information on family activities. You may want to include any materials provided by the convention center, headquarters hotel or visitors' bureau. There should also be information on registration and the deadline you will be using both for entries and for the final rounds submission to Minimax.

The presentation at the Winter Meeting prior to your convention should have the final schedule of events, actual golf courses and the finalized registration forms. Use this opportunity to really stress the importance of promotion within each chapter and that you need the delegates to take back your information and promote the event to their members.

The last presentation at the Seniors Meeting is your final chance to pitch the event. Be sure to ask the delegates to get their entries in by the deadline. This is extremely important since you will have many problems if your entries are not in on time and if you have to extend your deadline you will have a difficult time getting things done on time.

c) Budget - See Appendix for budget from previous Nationals. These are just a guideline to what items should be included. Remember that you need to find out the figures for your area which may differ widely from those in other cities.

## 2. Hospitality rooms

Prior National events - At the National events prior to your convention you might want to host hospitality rooms to help promote your event. Usually you will host a hospitality room at the National Convention the year prior. This could be a simple suite that you book at the headquarters hotel or you could ask the host city if you could use their hospitality room during hours that they are not hosting the hospitality or perhaps you would like to take over one day of their time and their hospitality room.

Be sure to announce to the delegates that you are hosting a hospitality room and give the time and location. Hand out flyers at the other hospitality rooms and at the golf course so that everyone knows about your event. Post flyers around the hotel if allowed.

Your hospitality room should include beer, soft drinks, water and, if desired, some type of food for refreshments. Be sure to put up signs in the room so that everyone will know who is hosting the room and pass out flyers or invitations to your National.

## 3. Mailings to chapters and/or members

You need to plan on sending out several mailings to the chapters to promote your event. These could be simple flyers or complete packages with schedules, maps, hotels, headquarters, convention facilities and other promotional material.

Early in the year of your event you should send out a package with the final schedule, golf courses, hotels and registration forms and instructions. This is important to send to the PO Box for each chapter since the information does not always reach the chapters from the delegate meeting.

Remember that you can also use email as a means of promoting your event. The National Secretary has a list of email addresses and you can use this as a means of promoting your event by sending out your information as flyers and registration forms in the email. The advantage of this is that there is no cost to you to send out emails so be sure to send them out often.

## E. Sponsorships

Seeking sponsorships is a difficult task depending on where you are located. If you can obtain some type of sponsorship it will certainly help with your budget planning. However, sponsorships from corporate America are much harder to get than they have been in the past. Do not put any sponsorship money into your budget unless you have that commitment from the sponsor. Anticipating a sponsor before it is committed may leave you short in your budget and cause you to either make less money or eliminate certain elements to meet your budget.

### 1. Breweries or distributors

The major breweries will generally not contribute directly to an organization of our size. Therefore your best bet is to try to work with local distributors who are looking for promotion of their products in the local market. They are most likely to support your efforts. Find out if any of your members have connections with the local distributors through employees, family or friends. This type of personal connection will get you into the door easier.

It is essential to ask for sponsorships early in the planning since many companies budget for this type of donations very early in their fiscal year. You must get into their plans before they have closed the budget for the year. Therefore it is not too early to start finding sponsors at the two year to eighteen-month timeframe prior to your event.

Some distributors will ask for an exclusive sponsor position. This means that you can only serve their particular product at your events. If this is the case then you must be sure to find out how much they will sponsor. If you have other choices of possible sponsors then you might want to work them against each other. In other words, if one will offer to host one night, and then ask the other if they will host more events. Perhaps you can feature one sponsor and their product at part of the events and another at other events.

a) Product (beer or other) - Sponsorships can take the form of product donated to support your event. Typically the distributors like to donate beer as their easiest means of promotion. This could be beer for the hospitality rooms, the evening parties and even at the courses. Ask them how much product they are willing to donate and then consider how best to use that product and at what events.

b) Cash - If the distributor will not donate product or if you are not able to bring your own beer into the venues, ask them if they will donate cash instead. If they do donate cash you will still need to promote their product in order to get their support. The advantage of cash, however, is that you can spend it as needed.

c) Signage (hospitality rooms, hotels, convention center) - Ask the sponsor if they will provide signage for the event. Usually a distributor wants to be sure that their participation is

promoted fully. Therefore they will offer to have large banners made for the hotel, convention center and hospitality rooms. You will need to work with them to ensure that the banners have the proper wording for the event. For example: "San Antonio Chapter of the Pan American Golf Association Welcomes you to the 52<sup>nd</sup> Annual National Convention and Tournament sponsored by Budweiser"

The more signs the better if they will donate them. Otherwise you will need to provide some signage yourself and they can be costly.

d) Trophy sponsorship - Sometimes the distributors would like to sponsor something other than the beer. They might want to pay for trophies for instance. However, if sponsors pay for trophies they usually want their name or logo on the trophy so be sure that you verify with them what the look of the trophies will be and that they primarily promote the PAGA and not the sponsor.

e) Manpower - Will the sponsor provide their own manpower to serve their product or will you need to provide volunteers to serve? In some cases the hotel and/or convention center will require that their staff serve all alcoholic beverages. This should be part of your initial conversations with those locations.

f) Equipment (kegs, dispensers, ice chests) - Will the distributor provide you with the equipment needed to serve their product? This might include keg dispensers, or a draft beer dispenser or ice chests to keep canned beer cold. Find out what they will provide and what you will need to provide.

g) Tee prizes - Another way that the sponsor typically promotes their product is through small give away items like tees, hats, shirts, golf balls, beer cozies, etc. The use of these type of items can swell your tee prizes packages for the players. Be sure to let the sponsor know how many of these items you will need.

h) Brochure advertising - Ask the sponsor if they would like a prominent position in your brochure advertising. They will probably want a color page on either the back cover or inside the cover or the center spot. You can ask them to pay for this spot but they may want it free as a condition of their sponsorship.

## **2. Soft drink makers or distributors**

a) (Same as above for breweries)

## **3. Golf equipment manufacturers**

Another possible source of sponsorships may be golf equipment manufacturers. This is particularly true if you have such a

manufacturer in your city or nearby. Remember to look to your own members for connections to these types of manufacturers.

- a) Product for raffles - Again a manufacturer might want to donate items to be used for raffles such as golfclubs, golfballs, bags, accessories, hats, gloves, etc.
- b) Cash - If the manufacturer will not donate product, ask them if they will donate cash instead. If they do donate cash you will still need to promote their product in order to get their support. The advantage of cash, however, is that you can spend it as needed
- c) Signage (hospitality rooms, hotels, convention center) - Same as for beer distributors.
- d) Trophy sponsorship - Same as for beer distributors
- e) Golf clinic sponsorships - Another way that a golf equipment manufacturer could assist you would be in providing a golf clinic for either your regular golfers or your junior golfers. This could be a great extra event if you can offer it to your attendees. They can perhaps provide equipment and a pro to put on the clinic at one of the golf courses. While this might not replace sponsorship you might need in other areas it would be an asset to Your total event.
- f) Tee prizes (tees, hats, shirts, golf balls, beer cozies, etc.) - Same as for beer distributors.
- g) Brochure advertising - Same as for beer distributors.

#### 4. Local businesses

Since beer sponsors are becoming tighter with their sponsorships you may have difficulty in obtaining this type of support. If that is the case then look to local businesses to help you. Check with your own members and find out what their connections to local restaurants, bars, printing companies, car rentals, travel agents or virtually any type of business might consider helping in exchange for promotion of their business at your event.

- a) Cash - Look for possible cash donations in smaller amounts to assist with your event.
- b) Tee prizes - Local business will often be glad to give you small items like pens, coasters, cozies or other promotional items from their business as tee prizes.
- c) Tee sponsors (including signage, brochure recognition, etc.) - Perhaps you might consider offering business the ability to sponsor a hole on one of the courses. If you get a sponsor for even a quarter of the holes on the courses then that will bring in a lot of money. Promote this by sending out flyers to local businesses with a schedule of what the costs and types of sponsorships are available. A hole sponsor typically gets a sign

at the hole announcing their sponsorship and recognition in your program.

d) Equipment (Rental of copiers, printing costs, badges, signs etc.) - Another way that a local business can help is with equipment like copiers or walkie-talkies. They could provide discount printing for brochures, signs or badges. Think of the items that you will need and then ask local businesses if they are willing to provide those items in exchange for recognition in your brochure or via signs.

## 5. Membership

Finally look to your own membership for sponsorship. Often some of your own members have businesses that they would like to promote or would be willing to sponsor a hole on one of the courses. At a minimum they might want to purchase ads for personal recognition in your brochure.

a) Tee prizes - Some members might be willing to help sponsor some tee prizes for your goody bag.

b) Tee sponsors (including signage, brochure recognition, etc.)

c) Equipment (Rental of copiers, printing costs, badges, signs etc.) - If a member works for an local company that can provide equipment ask them if they can help sponsor rental or help to negotiate terms.

d) Brochure ad purchase - Always ask your own members to place ads in your brochure for their own businesses or ads to welcome members or congratulate the chapter.

## F. Volunteers

Volunteers are the heart of any event. You will need a large number of volunteers in order to put on a successful convention. You need their commitment from the beginning in order to even consider hosting a National. Some volunteers can do double duty but try to spread the workload as much as possible between the volunteers so that no one person will feel that they are overloaded and unable to enjoy the week. Volunteers should first off be your own members but then you will need spouses and other family members to assist if possible. You can go out to friends also and ask for their help or look to local schools perhaps for young people who need community service hours. Anyone and everyone can be considered for a volunteer.

### 1. Committees

**a) Treasurer/Finance Officer** - This position is an essential one and one which requires a great deal of honesty and integrity from the member. Through this person's hands will travel a great deal of money and the



success of your event will depend on his or her careful accounting and record keeping. They will be responsible for the following tasks:

- (1) Early record keeping of all preliminary deposits and expenses including hospitality room at previous events.
- (2) Receipt of all entry fees and a careful accounting of the fees received from each chapter. This includes breakdowns for regular entry fees, senior fees (if any), ladies golf and junior green fees.
- (3) Careful accounting of skins money at the event and calculation of skins payouts.
- (4) Receipt of raffle money at the event.
- (5) Payment of all bills proceeding, during and following the event.

The treasurer/finance officer will be responsible for preparing the final report to the delegates of the income and expenses and profit or loss from the event. It cannot be stressed enough how important this position is and how meticulous the record keeping should be. Choose a person who has computer skills and can use them to help keep accounting of all income and expenses.

**b) Registration Committee** - The registration committee should be responsible for the following activities:

- (1) Receiving, collating and recording all registrations from the individual chapters and turning in all money to the Treasurer/Finance Officer. This task may be alternately delegated to the Secretary or Treasurer/Finance Officer if desired.

Registration forms and checks are usually sent to the Chapter PO Box or clubhouse. However, depending on who has access to the box and how frequently it is checked you may want to instead direct all registrations to be sent directly to the home of the Registration chairman. The week or two preceding and following the registration deadline usually requires a daily checking of the mail to get the information as timely as possible.

- (2) Entering the registration information in a computer for use during registration and for other purposes.
- (3) Determining what type of tee prizes will be given and ordering prizes and/or collecting donations for the packages.
- (4) Assembling the registration packets in the week before the event. This includes purchasing envelopes, printing labels, attaching labels, inserting brochures, flyers, badges, etc.
- (5) Assembling tee packages in the week before the event.
- (6) Manning the registration room during the convention week.

**c) Souvenir Sales Committee**

The souvenir committee will be manning the souvenir sales during the week. They will need to keep track of the inventory, promote the sales of the items to the attendees and correctly charge them for the items. This can be a very confusing job if not handled correctly. They need to know what products you have for sale, the pricing for each, what sizes and colors are available. Organizing the inventory for ease of use will help greatly.

When working with the committee, consider the method you will use to collect the money. One method will have each person on the committee find items, total the cost and take money and give change. Another method (and probably the preferable one) will be for the committee members to only find the items and give a bill for the items selected to the purchaser. Then they will be passed on to one person who is responsible for taking the money and giving correct change. This puts the difficult and responsible task of handling the money with only one person, at a time, and will avoid too many mistakes or confusion.

You may want the sales people to keep an accounting on forms of each item sold so that you can balance that against the actual money received each day. This means that you must mark a sheet for each shirt sold, each cap sold and any other item sold. This will mean more work but can be a great check and balance on the money received and on your committee members.

#### *d) Brochure Committee*

Another key committee that works entirely prior to the event will be the brochure committee. They should get quotes from various printers for the brochure and decide on a vendor who can deliver in a short period of time and at a fair price.

Their task will be to primarily get advertisements for the brochure. They will need to contact each chapter via mail and perhaps phone calls to ask for their support via an advertisement. They will also need to contact local businesses such as restaurants, car rentals, the golf courses, the hotels, convention center, stores and shopping areas for support. They can ask members for their advertisements as well.

Some members of this committee should be responsible for getting letters of welcome from local dignitaries such as the mayor, senators, chamber of commerce.

The layout of the brochure will also be the responsibility of this committee in conjunction with the printer selected.

#### *e) Guest Activities Committee*

This may be one overall committee or may be broken down into several different committees depending on the number of volunteers that you can get.

(1) Ladies activities - This committee will be responsible for planning and coordinating activities for the ladies. This includes

welcoming them and staffing as need at each activity and manning the registration area to promote the activities and get sign ups. They need to be familiar with each activity and be able to explain it to the attendees.

(2) Children and teen activities - This committee needs to work on planning the events for the children and teens. They hopefully will be spouses and family members who like to work with kids. There always needs to be plenty of adult supervision at each child's activity. This includes pool parties where a lifeguard might be in order, the teen dance and any activity at the hotel. Activities that happen outside the hotel like bus trips to amusement parks, museums, zoos etc. should always require a parent present with the children. It is advised that you do not take on the responsibility of chaperoning children off site at any time.

(3) Transportation - One committee should be set up to book bus transportation throughout the event. This includes buses for family, ladies and children's trips and any buses needed for offsite entertainment or to take members to the convention center. This committee should check out bus companies and discuss pricing, and cancellation policies. It is important to understand how a bus company will work with you about last minute changes and request for more or less buses.

Members of this committee should also be present whenever buses are loading to be sure that everyone gets on that is registered for a trip. They should give instructions concerning when the bus will return and make sure that the drivers understand the trip destination and when they need to return. If buses are running in rotation basis between the hotel and other venue then a member of the committee should assist with loading at each end throughout the event and be there to direct buses when to stop their runs.

#### ***f) Hotel Chairman***

The hotel chairman will be the person who coordinates all communications with the event planners at the hotel. They will help coordinate the selection of meeting rooms, coordinate food service, if any, work on setup arrangements and keep up to date with room blockages throughout the registration process. This person may be a separate committee chair or may just be your overall chairman depending on the number of volunteers. It is a good idea to have a separate person if possible so that they may perform the actual coordination during the event and leave the overall chairman free to oversee the entire event.

#### ***g) Entertainment Committee***

The entertainment committee may be broken up into several smaller committees if desired or may be an overall committee who has the entertainment under its control. This committee will be responsible for auditioning and choosing the bands, DJs or other types of entertainment for each event. They will coordinate the requirements

for the bands with the hotel and convention center and be sure that they have sufficient electrical, stage and other setup requirements met. They will see that they have access at the appropriate time and be responsible for them starting on time as outlined in your schedule.

(1) Hospitality Room - The hospitality committee needs manpower to work during the hospitality rooms each day to give out the beers and soft drinks and to greet attendees. They should be prepared to pick up and clean the room during and after the hospitality hours. If needed, they should supply the room with beer and see to the icing down of the drinks.

(2) Early bird parties - The committee for this event will plan the activities and be present to coordinate entertainment.

(3) Parade of colors - Typically the Parade of Colors requires a staff to help in directing the chapters to their proper locations for the parade. They will need to help keep the members cleared from the dance floor. One member may also be designated as the caller for the parade if desired.

(4) Awards Party - The Awards night committee will need to be there to assist in giving out the awards and directing members where to stand for awards and pictures and being sure that each member gets the correct trophy.

***h) Ladies Golf Committee*** - This committee will organize and supervise the ladies golf tournament. They will plan the activities for the lady golfers, tee prizes, and other activities. They should help in the selection of the trophies and rings and be sure that they are properly inscribed in accordance with National guidelines. They should be responsible for running the meeting for the lady golfers the night prior to the tournament and for setting all local rules or special circumstances for the tournament. They will greet the lady golfers and be sure that they know their tee times and foursomes at the course and answer any questions regarding the golf. They will assist with the scoring after the tournament by collecting scorecards and assist the scoring committee. They should help arrange the luncheon for the ladies, if provided, and make sure that they are all properly invited. Another facet of the committee's duties is to help with the presentation of trophies to the ladies on the appropriate night.

***i) Junior Golf Committee*** - The junior golf committee will work in conjunction with the National Junior Golf Chairman in organizing the golf for the juniors. They will plan the luncheon or other activities for the junior golfers; assist with the arranging of foursomes by age as required.

They should select the trophies and see to proper inscription in accordance with the guidelines. They should assist in running the meeting for the junior golfers on the night prior to the tournament and inform the juniors and parents of any special local rules required. They will assist with the scoring after the tournament by collecting scorecards and assist the scoring committee. They should help arrange the lunch for the juniors, if provided, and make sure that they are all properly invited. Another facet of the committee's

duties is to help with the presentation of trophies to the juniors on the appropriate night.

### ***j) Men's Tournament Chairman & Committee***

The men's tournament committee has a very important job since the members will most remember the way that the golf tournament was run, the quality of the courses and the trophy presentations. How smoothly these events are run will leave a memorable impression on the members.

This committee will be responsible for the task of organizing the players into the flights. These steps are outlined below in the registration period instructions.

They will assist at each course in organizing players, answering questions, scoring and at the final night in the trophy presentation.

(1) Course captains - Each course will require a course captain and a committee. When players reach the course there need to be a committee to check in all the players, hand out scorecards if needed, find out missing players, answer rules policies prior to the tournament and generally help with any last minute problems. They need to be in communication with the overall golf chairman to resolve any problems that might arise.

(2) Scoring - The scoring committee will work at each course to collect scorecards, post cards at the course and work with the computers, if provided, to enter scores. They will be responsible for the full scoring of the tournament, calculation of winners for the flights and skins winners. They will decide on the winner of the four man and seven-man teams. They have an extremely important task and one that must have a degree of care so as not to make any mistakes.

### ***k) Raffle Committee***

The raffle committee will be responsible for deciding the types of raffles to be conducted, the price of tickets, the distribution method, and the actual sale of tickets during the event. They should decide on and obtain the items for any on site raffles and have tickets prepared as needed for any pre convention raffles conducted. Good strong sales people are an asset to this committee, as the best proceeds will be made from a raffle when the committee members actively push ticket sales.

### ***l) Publicity and Photography Committee***

This committee should be working prior to the event to determine if there are any local publicity opportunities for the organization. Local papers may be willing to cover your event with news coverage in the sports or community sections. They may also send photographers if asked, this will take some work convincing them of the significance of your event and to make it a newsworthy item. Also this committee

should make arrangements for one or more photographers to cover the golf courses and parties to document the event for your own chapter.

## 2. Staffing for each committee

It should be the responsibility of each committee chairman to obtain their own volunteers and get their firm commitment to help in the designated areas either before or during the event.

a) Pre-event duties - Clearly there are many committees that will have considerable pre-event duties. Some will work entirely before the event like the brochure committee. Others will have some work ahead of time and also work during the event. Look for members who are willing to work behind the scenes early on but may not be able to work during the event due to personal commitments.

b) Staffing needed during event week - Each committee chair needs to carefully gauge the number of workers that they will need during the event week. They should take into account setup time that may occur on the Sunday before and also after the event cleanup crews. Plan if at all possible to have enough staff so that no member feels that they are working all the time and are not able to enjoy the event.

c) Schedule of hours - Each chairperson should prepare a schedule of work hours for each day and assign members to specific hours that they will work. Try not to work anyone for the full day but instead give him or her a morning or afternoon time each day.

d) Identification - The National guidelines require that the committee members be identified in some special way so that attendees can easily identify a committee member to ask for help. Two possible ways are with special badges or with shirts.

(1) Badges - It is a good idea to provide all volunteers with their own color badges that can be easily viewed from a distance. They can also have a designation on the badge saying that they are committee members. Maybe even what committee they belong to can be printed on the badge. Another way is to have a ribbon printed with the words "Committee" or "Staff" or some other designation and these ribbons would be affixed to the badge of each volunteer.

(2) Shirts or other clothing - Definitely a plus for volunteers is to provide them with their own distinctive clothing (golf shirt, t-shirt, etc.). This would be a different shirt or t-shirt from what you are selling to the attendees. You must decide if this is your option on how many different shirts each volunteer will need' (They probably will not want to wear the same shirt all week!). Then you need to decide on colors and styles and how many you will need. Also will the volunteers be required to purchase their own shirts or will you give them the shirts? If you give volunteers their shirts you will need to budget for this item, as it can get quite expensive. If you do not provide the shirts then you would certainly want to only charge the volunteers for the cost of the shirts without making any profit. Some members may consider it an imposition to ask

them to take time off work, volunteer their time and then have to pay for shirts. This is certainly something that needs to be discussed in the planning stage.

### 3. Committee Compensation and Recognition

At a minimum you need to consider what method you will use to recognize the volunteers for their time. Everyone needs to feel that their efforts are appreciated and whatever you can do to recognize them will make it worthwhile. If possible consider if you will have any time of compensation (comp rooms, volunteer shirts, etc.)

a) Comp rooms at headquarters - Certainly one possible method of compensation is to provide your key chairpersons with one or more comp rooms if you are requiring them to stay at the headquarters. You should consider how these rooms can be distributed depending on how many comp rooms are able to obtain. Some chairpersons may decide to stay at home and not stay at the headquarters but this may not be possible depending on the distance from home to the hotel.

b) Brochure - You should plan on devoting part of the brochure to recognizing your committee members, Individual pictures of your chairpersons are a nice touch and maybe group pictures of your committees are one way to recognize them. Another would be to list all the committees in part of the brochure. A letter of thank you in the brochure is always appreciated.

c) After event thank you (party, other awards, etc.) - Think about the possible ways after the event that you can thank your volunteers, maybe a dance or party or a fun event of some kind. You could also consider giving some thank you certificates or plaques.

## G. Brochures

The brochures serve two purposes at a National: to inform members of events and as a source of potential income. After the event they are a souvenir and commemoration of the event for attendees. Typically, however, brochures do not make much money so they should not be considered a source of real income unless you can get more than the average number of advertisers.

### 1. Printing

a) Printer - The committee should interview several printers if possible to get quotes on printing the brochure and to find out what their capabilities are. Show copies of previous brochures and make an estimate of the number of pages that you might have at the low end and the high end. Find out what they charge for setup and what requirements are for the layout of the brochure. Ask them what time frame they need from receiving the materials to printing. You will hope to have this be a few weeks, as usually the ads from the chapters do not come in until the registrations. Be sure to plan for extra time so that if they run over their estimate you will have some slush time.

Also you will need time to insert brochures into the registration packets. Ask for a firm quote on pricing for all of the above.

b) Color and black and white costs - Check on their capabilities for both black and white and color printing. You will undoubtedly want a color cover but you may also want some color inside the brochure. Check on the costs per page for one, two or four-color work.

c) Quantity breakdown - Determine the possible quantity you will need to print. Ask for their minimums and when you must give a final count. Ask if there is a different price based on quantity.

## 2. Advertising costs

You will need to determine what your advertising charges will be for the various size pages. Look at previous brochures to determine how many advertising pages are usually paid for in each brochure. Then look at the cost of printing the brochure and divide by the number of planned advertising pages that you will have at a minimum. This should then determine the cost per page for advertising needed to cover the printing costs. From there you can add extra amounts depending on how much money you want to make on the brochure. Remember if the fees you charge are too high it will discourage people from advertising. Try to reach a happy medium that will encourage advertisers and still make money if possible.

a) Full, half, quarter pages - Determine a fee for full pages, half pages and quarter pages. They do not have to divide evenly since there is always a set up involved.

b) Black & white or color - Determine a different charge for black text or color pages per ad size depending on your printing costs.

c) Inside and outside covers - The two inside covers and the back of the brochure should obviously have the highest charges. This may not be possible because you may have to give them away to your sponsors.

d) Setup fees - You should also determine if there will be a setup fee for ads that do not come to you camera ready.

## 3. Content

Look at previous brochures as a guide to what you want to appear in your own brochure. Remember that the brochure has several purposes: to inform members, to welcome the attendees, to recognize your volunteers, to advertise for your sponsors and other businesses and to commemorate the event. The more information that you give the more helpful the members will consider the brochure.

a) Introductory letters

Introductory letters are a means of showing how well your organization is thought of in the community and as a welcome and a thank you. The following are some persons who might be asked to write these types of letters. For local officials be sure to ask for these types of letters



very early and follow-up with the person's staff at regular intervals to be sure that you get the letters on time.

- (1) Event Chairman
- (2) Host City President
- (3) National PAGA President
- (4) Mayor
- (5) Congressman or other officials

b) Committee Recognition pages - Several pages should be devoted to recognizing your volunteers. Consider a page with individual photos of each major chairperson. You could also have group photos of the members and volunteers or photos of each committee in their volunteer shirts. At a minimum a listing of all the volunteers would be nice.

c) Schedule of events - Typically the host city places a detailed schedule of events in the center of each brochure or in another prominent spot so that it can be easily referred to by the attendees. A schedule should give exact times for each event as well as the location. As much as possible try to refer to the specific rooms at the hotel for each event. If transportation is to be provided, note that in the schedule and the time the transportation begins and ends.

d) Maps - It is a nice feature to actual print maps to each golf course and any offsite locations in the brochure. Maps should show enough detail and be accompanied by written directions if needed. Many programs such as Microsoft Streets and Trips or Mapquest print good maps and directions. **NOTE:** Before you print any maps be sure that you go over them for correct directions. In the past some maps have been out of date or given wrong directions. It is better to give no map than one that is erroneous.

e) Historical or club photos and information - A nice extra feature might be to include some historical photos from your chapter that feature your clubhouse, past events, charter members or other items of interest to the general membership. A written history of your chapter's founding and past important events in your chapter or Hall of Fame members is a nice recognition as well.

f) Local points of interest and amusements - Place some information about local points of interest that attendees might want to visit during their stay in the brochure. You might give directions, a description of the point of interest, costs and perhaps maps. This will give the attendees an idea of other things they can do when in your city.

g) P.A.G.A. Chapter advertisements - A big part of the brochure should be advertisements from the other P.A.G.A. chapters. Do everything you can to get the other chapters to advertise. They will be your biggest source of income for the brochure.

h) Host city member advertisements - Remember that your members might want to advertise as well. You may consider giving them a discounted rate to encourage advertisements.

i) Sponsor advertisements or recognition - You may get some Sponsors to advertise at a fee but others may not want to pay for advertising

in addition to providing sponsorships. You must at a minimum recognize all your sponsors somewhere in the brochure. Plan for one or more pages for this purpose.

j) Local business advertising - The last source of ads will be local businesses.

#### **4. Solicitation of advertising**

Determining how to obtain advertising is always a difficult task. In most cases personal contacts works best but use every means available. Do not stop with a single contact but follow-up as much as possible. It often takes two or three contacts before someone will commit. Then after commitment you will need to follow-up to obtain the actual ad content.

To encourage businesses and other to advertise try to promote both the fact that their business will be recognized and you may want to also announce if you are planning any of your money to go to charitable works. Perhaps you are planning on using some of your proceeds for scholarships or for diabetes research or for local charities. Use this as a means of encouraging advertisements. Businesses are more likely to advertise if they think that the money is going for a good cause.

a) Mailings to chapters - As part of your early presentations to the chapters there should be a form for advertising. You can also send mailings to the chapters asking for their support and maybe follow-up with phone calls.

b) Soliciting members - Send notices to your members in your regular newsletter or flyer asking for their support.

c) Personal contact - Talk with your sponsors about the importance of your advertising by a personal contact. Use your contacts through your own members for this purpose.

d) Mailings to businesses - If you have no contacts with local business you might consider doing a general mailing to local restaurants or stores that might be frequented by the attendees during their stay. Maybe they might want to offer a discount coupon to be printed in the ad to encourage attendees to frequent their place of business. Your convention bureau might help you with names and addresses of businesses.

#### **5. Layout and design**

Check with your printer on the specifications for the layout. You may be able to layout the book yourself using programs like Microsoft Publisher if you have a member who is familiar with this program. If not you may have to pay the printer to layout the book with your assistance.

a) Printer - The printer will probably do the actual formatting of the book but how much this will cost will depend on their methods.

b) Committee chairman - The chairperson and committee should actually plan the pages to let the printer know what sequence items will appear in the book. For instance welcome letters go in front, committee recognition may follow, you may want the schedule in the middle pages, etc.

c) Acceptable formats for submissions - Find out from the printer what type of formats he can accept. The term used by printers is camera-ready copy. Most computers can produce this type of artwork but it will depend on your printer's requirements.

d) Fee charged for design of advertisements - Will the printer charge for design if no camera-ready artwork is provided? Should you layout the ads yourself to avoid high costs? Also look at who can design your cover artwork. Will this be a member of the committee or will you need help from a graphic designer?

e) Proofing - Before printing the book will need to be proof read. You need to check for the sequence of pages, the inclusion of all paid for advertisements and other elements and accuracy of information. Be sure to leave enough time for this in your schedule to meet the requisite deadlines.

f) Deadlines - Be sure to set realistic deadline for receiving ads, laying out the brochure, proofing and then final printing. You must have the books in hand prior to the event. It does no good to have the brochure completed after the week is over.

## H. Souvenir Sales

The souvenir sales are one other means of income for your event. Careful planning of the types of products to sell, the quantities to purchase, the cost of each item and the final price charged to members are essential to making this a money making portion of your event rather than a loss.

One of the typical problems with this area is buying too much inventory and then being a position where there are too many unsold items at the end of the event. Items you do not sell during the week will be almost impossible to sell later. Therefore it is better to run out of product than to have too much. If you run out of product you will make money but if you have very many left over items you may suffer a loss instead.

### 1. Hats

These are always the most popular items and sell out before other items because the price is less. Consider getting several different colors but don't have too many options, as it will make it more difficult for inventory purposes. You should probably also have a few visors and consider if you want to have few straw hats as another alternative. Have your embroidery done on each hat first as a sample before deciding on a vendor. Look for quality hats at a reasonable price so that you can offer caps at a price that will attract the buyers. A good logo will also help sell the caps.

## 2. Shirts

Shirts are desired by some attendees but not in the same quantities as the caps. Be sure to carefully judge how much to buy in this area since it can easily become a loss. Try to choose a couple of shirt styles and colors but do not offer too many choices as undoubtedly they will have problems making enough in different sizes to provide for good inventory. Remember that you will need to supply shirts in various sizes: medium, large, x-large and xx-large at least and you may want a very few smalls. The largest number of shirts should be large and x-large with only a few at the medium, xx-large and small. Check with other host cities to find out what quantities they bought, what sizes and what was left over. This may help in your own estimates.

## 3. Lady's items

Consider if you want to buy a few items for sale to the ladies. This could be ladies' visors, shirts or other golf paraphernalia. Remember that these quantities should be small because typically you do not have that many lady golfers and they will not all buy the products.

## 4. Other Souvenir Items

Think if you want to have other items for sale such as tote bags, t-shirts, kid's shirts and other none golf related items. Watch your quantities and pricing to make these attractive to attendees.

## 5. Logos

The reason people buy souvenirs is because of usefulness (hats, shirts, etc.), price and as a commemoration of the event. Be sure that all your souvenir items reflect your logo to commemorate your National.

## I. Trophies

The trophies you provide need to follow the guidelines and be of comparable quality as presented in previous years. This is definitely an area that the members see as representative of your convention. Skimping on trophies will present the wrong impression to attendees. You should check with other host cities in your area to find vendors that they have used for the trophies. They will be your best source of information. The large bronze golfer on a wood or marble pedestal is the standard trophy. Many local trophy companies can make this type of trophy because they usually buy the bronze golfer from the same sources and they add the base and plaque. If the vendor is too far away, shipping costs may add too much to the total trophy cost.

### 1. Men

The men's guidelines provide that there should be ten trophies per flight. They are labeled Champion and then 2nd place through 10th place. The plaque should indicate the following types of information:

National Pan American Golf Association  
(You might want to indicate which number National  
tournament this is like the 45th, 46th, 47<sup>th</sup>, etc.)  
Your chapter name and or host city  
The month and year of the National  
The flight number or name  
The place within the flight  
Your National logo (if room allows)

## 2.4 Man Team

There should be a single large trophy that is presented to the Chapter for winning the four-man team competition and then one trophy each for each member of the four-man team.

## 3.7 Man Team

There should be a single large trophy that is presented to the Chapter for winning the seven-man team competition and then one trophy each for each member of the seven-man team.

## 4. Lady

Ladies trophies should also be consistent with the quality of the men's trophies. They may be different in style but should represent the fact that the ladies have won a National competition as the men. The plaque should state the same basic information as the men's trophies.

National Pan American Golf Association Ladies Tournament  
Your chapter name and or host city  
The month and year of the National  
The flight number or name  
The place within the flight  
Your National logo (if room allows)

The ladies guidelines specify that there shall be a minimum of three trophies per flight and may increase depending on the number of players per flight. Their flights are the same as the men with a Championship Flight and then a First Flight, Second Flight, etc. However the winners of each flight are based on gross and net winners. The winner of the flight is designated as the Low Gross Champion; the next place would be First Low Net and then Second Low Net and so on if more trophies are presented.

## 5. Junior

Junior trophies may be selected at the discretion of the host city but must follow the Junior guidelines. Trophies should indicate the similar wording as the men or ladies. Guidelines also require you to provide at least three trophies per age group.

- a) National Pan American Golf Association Junior Tournament
- b) Your chapter name and or host city
- c) The month and year of the National
- d) The age group for the flight
  - (1) Boys or Girls age 8 to 9
  - (2) Boys or Girls age 10-12
  - (3) Boys or Girls age 13-15
  - (4) Boys or Girls age 16-18
  - (5) Depending on your choices you may also have flights for younger golfers.
- e) The place that the trophy represents (First Place, Second Place, Third Place.
- f) Your National logo (if room allows)

All juniors that do not receive trophies will be given a participation medallion. These can be obtained from the National Junior Tournament Director. Check with him to see if the National Junior PAGA will for the medallions or if they must be paid for by the host city.

## 6. Rings

The champion of each men's flight and each ladies flight must receive a National Championship ring. These rings are originally purchased by the National Board and then paid for by the host city. Be sure to discuss the purchase of these rings early with the National Tournament Director to ensure that they are ordered in plenty of time to arrive for the National.

## J. Transportation

You will want to arrange for bus transportation for some events during convention week. That might include buses for family, ladies or children's activities or buses to shuttle members between the hotels and convention center or other outside locations. During the planning process you should contact the bus companies to get quotes for the buses you will need. A good source for finding reputable bus companies is to talk to your convention and visitor's bureau. They will usually have a list of companies that they recommend.

Several important items need to be discussed with the bus company:

- a) Minimum cost and number of hours per bus
- b) Cost for each additional hour
- c) Bus capacities
- d) Additional fees for layovers or bus driver food
- e) Tip policies
- 0 Costs per hour or per mile?
- g) Pick up spots (one hotel only or multiple hotels)

- h) What liability insurance do they carry?
- i) Cancellation policies (How late can you cancel a bus without paying a fee? If you cancel three days before or two days before or one day before or the day of the event what is the fee?)
- j) How late can you add extra buses if needed?
- k) What deposits are required? When are final payments due?

### **1. Buses to convention facilities**

If you are using buses between the hotels and convention facilities, discuss the shuttle options with the bus company. How many buses will you need? How frequently should they run? How many stops will they make? When will they return and how will you arrange for the return trips?

### **2. Buses for lady, children or family activities**

For activities you will need to provide the bus company with locations for each trip, your approximate start time and return time to determine the total number of hours and the number of buses desired.

### **3. Junior golfers**

It is not recommended that you provide buses for the junior golfers unless you also plan on providing transportation for the parents as well. Usually the parents take the juniors to the course since they want to be with them. Buses are usually a waste of money because they are not used very much.

## **K. Raffles**

Raffles can be a great source of income for your event. There are two basic types of raffle that you might want to run. A pre-convention raffle could be tickets that you send to each chapter months ahead of the event and ask them to sell to their members. Raffles during the convention are for products that they may win on the closing night party.

### **1. Pre-Convention raffle**

A typical pre-convention raffle is done by printing tickets that you mail in packets to each PAGA chapter asking them to sell to their members. You can also sell these tickets at prior conventions like the Winter Meeting and Senior's Meeting. Prizes for this type of raffle are usually three places.

- First Place - Convention entry and five nights at the headquarters
- Second place - Five nights at the headquarters hotel
- Third Place - Convention entry

The cost of providing these type of prizes must however be covered by the income from the raffle. Raffle ticket prices are at your discretion but could be \$5 or \$10 apiece. Determine how many tickets you need to sell to break-even and then how many tickets after that number will make a profit. Take into account the cost of printing and mailing the tickets. The entry fee does not cost you money other than the green fees but the hotel will cost you money. Perhaps you will want to use your comp rooms for this purpose instead or you could ask the hotel if they want to provide a discount for this prize. Optionally you could offer a cash equivalent for each prize. This does encourage more people to buy the tickets because some people will not buy tickets if they are not planning on attending the event. This means you could sell tickets outside of the PAGA if desired.

## 2. Prize raffle during convention

Raffles during convention week are usually for some type of prizes like golf bags, clubs, or other golf paraphernalia. Consider also having raffle items that would attract non-golfers. Ladies will buy tickets if they see something they would like to win as an option. The best raffle of course is one where the raffle items are donated since then all sales are profit. The nicer the items of course the more likely you will be able to sell tickets but it takes a good strong sales team to make money selling raffle tickets. They must go out and approach members not just wait for members to come to them.

## L. Registration Planning

### 1. Type of registration forms

Determine what type of registration forms should be used: single page for all attendees or a separate men's page, separate lady's page, separate junior page, or an individual page per attendee plus a summary and junior consent forms.

a) A single page form with one line for each player is required by the National guidelines. Be sure when designing this form that there is enough room to either type or handwrite the information so that it legible. Do not make the lines so close together or the columns so narrow that the correct information cannot be handwritten without problems. You might want to use legal size paper if the information will not fit on a letter size paper. If using single line forms only then each men player, lady player and junior player must be on a separate line as well as any social entries. The following required information should be on the form (see sample in appendix):

- (1) Last name
- (2) First Name
- (3) Minimax number
- (4) Current index
- (5) Spouse's name
- (6) Column for junior golfer boy or girl
- (7) Column for junior golfer age as of the date of the tournament



- (8) Column for different fees or check marks for what applies (Men's, junior, lady, social fee and if a senior tournament is included a column for that entry.)
- (9) Column for total fees per person.
- (10) Top of the form should have the chapter name, contact person and contact phone number.
- (11) Bottom of the form should have a total line to total fees for the page.
- (12) The deadline and address to mail the form should be prominent on the form. Also present should be name and phone numbers for the Registration Chairman. The forms must also indicate that a copy should be sent to the National Tournament Director and his name and address should be on the form.

b) A Men's page, lady page and junior page type of registration has a separate one line form for each type of golfer. This will allow for a letter size form because all that will be needed on each line will be player name, Minimax number, index and player or social fees. The junior forms have if it is a boy or girl and the age and fees if included. (See samples in appendix)

c) Individual forms allow the host city to collect more information and have more room for printing the data. They require each player to fill in an individual form with their personal information. This makes sure that players do not forget to add their spouses and children for the purpose of creating badges and getting an accurate count of the attendees. They can include the information listed above in addition to the following other information (see samples in appendix):

- (1) Address
- (2) Phone number
- (3) Date of birth to verify seniors
- (a) Full name of the spouse
- (5) Full names and ages of the children (If you ask for this information you can provide individual badges for children. This allows the host city to have some control over the attendance at events. If your convention facility requires badge entry then you may want to include children in this aspect. It also makes the children feel part of the whole event to have their own name badge. Asking for the age of the children ensures that those specified as children are 18 or under if that is your guideline for including children with the men's registration fee. If non playing adults are required to pay a social fee you want to make sure that they are not included as someone's children and that they get the proper badge. Be sure to specify on the form that only children 18 or under are to be listed and 19 and up should be on a separate form as a social entry. Unfortunately some players feel that their grown children should be included for free and list them in the children's section instead of paying a social fee.)
- (6) Sign-ups for optional tours and family activities. (If you show an area for signups for the tours be sure to list the day and time for each tour on the registration form. Otherwise they may sign-up for multiple tours on the same day or for tours on the day of golf. If using this type of pre-registration for tours as a means of calculating buses or other capacity issues, keep in mind that often husbands fill in the forms without

consulting with their family in regards to the tours and will check all the boxes. This means that the counts can be very inaccurate. Therefore it should only be used as an indication of the percentage of interest in an activity and not as an actual count. Only when the event occurs will an actual count is possible.)

Even when using individual forms are used the chapter should provide a one page summary form that lists all the players' names (including junior and lady and social) with the fees for each and totals for the chapter.

d) Junior Consent Forms - The National junior guidelines require each junior golfer to provide an Emergency Medical Treatment Consent and Liability form for each junior golfer. The host city should include this form with the registration package and insist that a complete registration package cannot be accepted unless the Consent form is included for each junior. If this rule is not adhered to it will be extremely difficult to obtain the forms later and this puts the host city at extreme liability if a junior requires medical treatment and no form is on file. Then the host city must attempt to get this form at registration or during the pre-tournament meeting and if this is missed at this time the host city must determine if the junior player can play without the Consent form. If you refuse the junior, you run the risk of disappointing the child and angering the parent and if you allow the junior you run the risk of having something happen that requires medical care and being unable to provide that care without first locating the parent.

## 2. Registration deadline

a) Determine what your deadline for the registration should be based on discussions with the National Tournament Director. Two actual deadlines are in effect: the deadline for submitting scores to Minimax and the deadline for postmarking the registration forms. These will probably be two different dates. Several points must be kept in mind that effect registration.

b) Minimax Deadline -National bylaws, Article VI, Section 2 (c), specify that the time period for the ten required rounds runs from the start of the previous national tournament until thirty (30) days prior to the current year's tournament. However, a deadline for mailing scores to Minimax must be set that allows them time to enter all the last posting information and for Minimax to run the final roster with the handicaps to be used for the tournament. You should consult with the National Tournament Director and Minimax to determine what that date will be. All Chapter handicap chairman should be made aware of this final posting date early enough so that they can ensure that all their players have the required number of rounds. You need to discuss the date that you can get the final Minimax printout of players with indexes. This date will usually be a few days to a week after the final posting date so plan accordingly.

c) Thirty-day Registration Deadline - Setting a registration deadline at thirty (30) days leaves very little time for entering all the names, verifying handicaps, calculating flights, assigning golf

courses and making foursomes. If the postmark date is thirty-days it means that the chapter may not get that mail for up to five days from the postmark time. If you set a thirty-day deadline that it is absolutely imperative that you hold to that deadline. Making additions, changes or deletions within the thirty-day timeline makes it practically impossible to finish the work needed in a timely manner. If possible, the information regarding the flight breakdown and courses assigned to each flight should be sent back to the participating chapters at least two weeks before the start of convention week. This allows players to know what course they will be playing and to setup practice rounds if possible.

d) Longer registration Deadline - You will need to get the delegate's approval for changing the deadline. You can do this at the same time as you ask for your budget approval. Setting a forty-five (45) or sixty (60) day deadline will allow the host city time to get all registrations, enter the names and other information in preparation of receiving the final Minimax roster with the final indexes. However, setting an earlier deadline often causes problems because players do not want to commit that early and some will not know if they have enough rounds to be eligible until the thirty-day deadline per the bylaws. You can help alleviate these problems by encouraging chapters to register their players even if they need one or more two rounds to be eligible as long as they intend to play those rounds before the Minimax deadline.

e) Keeping to the Deadline - Whatever deadline is decided upon, the host city will have much fewer headaches if they stick to the deadline and refuse new players after that time. Absolutely no players should be allowed to join at the actual convention week if not pre-registered. Adding players requires too much work at this time: verifying rounds with the National tournament director, adding them in the computer, getting a registration package, creating badges, assigning them a course and assigning a foursome after all foursomes are already assigned. In addition it creates feelings of ill will amongst other players who find that someone was admitted at the last minute just to swell the number of players and the money that the host city is making. They feel that they have obeyed the deadlines and wonder why they should have bothered when the host city allows other players to come in late.

### 3. Registration package contents

Planning should be put into what type of information should be included in the registration package and to the form of the package.

f) Envelope size - If you plan on having the brochure as part of the package you will need a 9" x 12" envelope to make it easy to put the brochure in. If you are planning on putting the brochure in a tee prize bag then you may want to use a half size envelope and fold any papers that you put in the envelope.

g) Label - Each envelope should have a label in one corner that will be used to identify the player. Use a large size label if possible and a large typeface to make it easier for the registration committee members to read. It should contain at least the following information:

- (1) Last name, First name

- (2) Chapter name
  - (3) Flight number
  - (4) Course name
  - (5) Starting hole
- h) Suggested contents
- (1) Brochure
  - (2) Badges for player, spouse and children if desired
  - (3) One page schedule of events (This is a nice addition because it allows the families to take this one page out and carry it around in pocket or purse to know when events are supposed to start and where they are located.)
  - (4) Map to the specific course the player is playing (This requires more work when stuffing the packages but is greatly appreciated by the players because they can take it with them easily to find their course.)
  - (5) Special notices regarding rules for Parade of Colors, notice of changes etc.
  - (6) Flyers or discount coupons from various local business or restaurants.
  - (7) Tickets for events, if used (Determination should be made if entry for events will be by ticket or by badge. The preferred method is usually badges since most players forget to bring the tickets but will more likely remember their badge if it impressed on them that badges are required for entry. If you are using tickets determine if each package will automatically have two tickets or if the number of tickets will be set depending on the pre-registration of spouse and children. If two tickets are given automatically it can lead to abuse by players without spouses giving their unused tickets to unregistered guests and thereby making it difficult to plan for the correct numbers.

#### 4. Tee prizes

When planning the event some determination should be given in the budget to what type, if any, of tee prizes will be given. You may choose to purchase a single nice item to be given to each player or you may choose to give a tote bag filled with smaller miscellaneous golf items.

Tote bags - If you have sponsors you may be able to get donated items such as tees, markers, beer cozies, visors, mugs, pens or pencils, green keepers, balls, bag tags, towels etc. If you are not able to get donated items then it may be difficult to purchase enough items to make a tote bag substantial enough. Simply giving a canvas bag with a couple of tees in it often seems skimpy to the players.

Single item - It may seem easier to purchase a single item for the tee prize rather than to try and gather enough small items to make a nice tote bag. It is difficult to decide on a nice prize that will fit in your budget but it should be considered as a way to stand out from other tournaments. Having a nice item with your tournament logo can be a permanent reminder of the event for the players.

#### M. Golf Course Planning

During the registration period is when you will want to make final plans at each golf course and work with the pro there to go over the details of each days play.

## **1. Setup**

Ask the course how they will set up carts, how players will know where to go to register, how they will find carts etc. Check on current course conditions and any local rules that you need to give to players before the start of the tournament.

## **Scoring posting**

Discuss the posting area for scores. Do they provide you with sheets to use for this purpose ahead of time so they can be recorded with the player's names or do you have to provide sheets? If they are doing the scoring, then firm up what they will do and what your committee members will do.

## **Cart marking**

Discuss how they will mark the carts. When do you need to provide them with foursomes? What types of lists do they need? (Usually an alphabetic list and a by hole list both.) What is the best way to give them this information (via fax, email a list, file format, etc.)?

## **4. Assistance**

Find out what types of assistance they will have on course. Do they have marshals on course? Who will be assisting you with ruling questions that might come up on course? Will a pro be on duty during the tournament? Is there a method for making announcements of rules or other items prior to the tournament? (Loudspeaker system, bullhorns?)

## **5. Food**

Check on the availability of staff for early morning breakfast or other food or snack bar hours. Verify if there will be on course refreshments (beverage cart?)

## **6. Photographer**

If you arranged a photographer with the course, verify their attendance, fees, etc. Also where and how photos for sale will be displayed.

## **N. Publicity**

The publicity committee should be verifying the coverage that local papers, radio or TV stations may be providing for the tournament. Work on the exact dates and times that they will have reporters and/or photographers at which locals.

## O. Registration Period

### 1. Gathering registration information

As the registrations come into the chapter the information should be recorded immediately so that you can keep ahead of the flow. Some registrations will come in early but most of them will come in right after the deadline.

#### a) Recording names (paper or computer)

Paper - If you do not have access to computers for your registration you may use paper forms. However, this will make the work considerably more difficult since there are so many ways in which you will need to have the names printed out. If at all possible, computer registration should be used.

Computer - Determine if the chairperson or other committee member will be responsible for entering the data into a computer. You will need to have computerized lists of all the entries for the purpose of check in, registration packet labels, name badges' labels for scorecards, computerized scoring (if used), accounting for monies paid, etc. Decide on what type of computer program will be used for recording the information. A database (Microsoft Access, dBase etc.) or spreadsheet program (Microsoft Excel, Lotus 1-2-3, etc.) should be used- The following type of data should be recorded for each player. Some of this data will be on the registration form and some will be added later when all the players are in and registration is closed (Flight, course, starting hole, handicap ,etc.):

- (1) Registration ID (it's a good idea to number the players in the file so that each has a unique identifier.)
- (2) First Name
- (3) Last Name
- (4) Spouse first name
- (5) Spout" last name (sometimes they are different)
- (6) Number of children (see section below on registration Planning)
- (7) Address (if on registration form)
- (8) Chapter
- (9) Minimax number
- (10) Minimax index
- (11) Handicap
- (12) Flight number
- (13) Course
- (14) Starting hole number
- (15) Senior-designation (if a senior tournament involved)

## 2. Team designation (if on a four man or seven man team)

- a) Determine ahead of time the method that you will use for creating the two types of teams and recording their scores and calculating totals. You may have a computer program do this or you may need to do it manually. If preparing manually, then create worksheets to use in recording the chapter name, names of the team members, place for each days scores and totals. (See sample in Appendix)
- b) The designation of four-man and seven-man teams will most likely happen after all the registrations are in and quite often they occur during convention week. The last day for a chapter to designate their teams is the date of the delegate meeting during convention week.
- c) Of special note are the problems that occur when a chapter moves a player from one flight to another in order to have enough players for a four man or seven man team. Be sure to plan for this contingency and how you will place the player in the correct flight. If your program sets flights by handicap indexes then you will need to manually adjust the handicap to move to another flight. This may also mean that a player changes courses so be prepared to add one or two players per course. NOTE: Players that are changed for the purpose of the teams must also compete in that new flight regardless of their actual index. They do not compete for trophies or skins in their old flight.

## 3. Creating flights

- a) Verify current indexes - You will need to have a complete printout of the current indexes from Minimax as indicated above. Use that printout to check each players index against what was given on the registration form. NOTE: This step is extremely important, as quite often the index given with the registration will not be correct. You will always use the number shown on the final printout and not any number given to you or shown on a particular player's Minimax card. These numbers may differ depending on when the player got their card in relationship to the deadline.
- b) Check eligibility - The National Tournament Director is responsible for verifying the eligibility of all players. He must verify that all players have the requisite number of ten rounds to play in the tournament. After all the registration forms are in, check with the National Tournament Director to see if he received copies of all the Chapter's registration forms. If not you will need to provide him with those forms so that he can check their eligibility.

He will notify you of any players that are not eligible and you should notify the member's Chapter immediately so that they can inform the player of the ineligibility prior to coming to the National. They may wish to withdraw if they are not eligible. If they do withdraw, their money should be refunded.

At your chapter's discretion you may decide to allow these players to attend the National and play in the tournament

without being able to compete for trophies. If you do decide to allow these members to play golf you should consider if they should be allowed to play on the same courses and if they should be mixed with the other players according to their handicap. The alternative is for them to play separately from competing golfers. The reason for this choice is that players who are not competing tend to have a more casual attitude towards a round of golf and if they are paired with competing golfers, those golfers may be annoyed with their more casual approach to the game. Ineligible players cannot compete for skins either.

c) Decide the flight breakdowns - After the indexes are verified you may then proceed to calculate the flight breakdown. This breakdown should be designed to make as even a distribution of the players across all flights, as possible, without having too wide a spread of handicaps per flight. Except for the Championship flight and the Eighth Flight, there should probably be no more than three strokes between players in a flight. This, of course, will depend greatly on the total number of players. There are always nine flights regardless of the total number of players. The flights are as follows:

Championship Flight  
 First Flight  
 Second Flight  
 Third Flight  
 Fourth Flight  
 Fifth Flight  
 Sixth Flight  
 Seventh Flight  
 Eight Flight (Net Scores)

The breakdown of flights and the number of players per flight will probably help determine what courses will be used for what flights. In some cases you may have two flights per course and in other cases you will only be able to have one flight for course. There is no way to make all flights equal as there is always a flight or two that are larger than others due to the fact that they are more players with a particular handicap.

Immediately after determining the flight breakdown by index and the courses for each flight you should notify the National Board and send the information to each participating Chapter. Using email is a good choice but this information should also be mailed to each chapter's PO Box so that you are assured that the Chapters get the information. If you have used individual registration forms with individual player's addresses, you may want to mail this information to the players individually. NOTE: This is one of the most asked questions by players prior to arriving at the tournament. They usually want to know what courses are being used and which course they will play. This allows them to plan on and set tee times for practice rounds.

d) Assign holes - After the flight breakdown is made you can make foursomes and assign starting holes. Check with each course before assigning hole numbers. If you do not have full shotguns then the course may decide to start your groups on other than



the first hole on each course. Enter this information in your computer for the purpose of creating scorecard labels and labels for the registration packages.

e) Prepare course lists - After the flight breakdowns and hole assignments and close to the actual tournament week, you will want to prepare lists of the players for each course. There should be both a alphabetical list and a per hole list. The courses will use these lists on site to create cart signs and to check in players and get them to their correct carts.

Also an alphabetical list of players for each flight is needed for recording skins payments.

#### 4. Badges

The method of creating badges should be determined at this time if not already planned for previously. Several possibilities are available for producing badges and which one is chosen will depend on your committee's computer capabilities, man hours needed and costs.

a) Self-made - When all of the names of players, spouses and children (if they are to receive badges) are loaded into a computer there are several programs that can print badges. Microsoft Word can be used to create a mail merge with badges using data from your database in Microsoft Word, Excel, Access or other standard database program. Two methods can be used.

(1) Blank badge forms can be purchased in bulk along with the badge holders. Badge holders can be a plastic holder with either a pin back or a clip back or the type that hangs from a neck lanyard. The printed badges are then broken off on the perforation and then slipped into the badge holder. This may be the cheapest method but requires the man hours to print the badges and then stuff the holders and sort in the correct order.

(2) Badges can be printed on blank forms and then laminated using small laminating machines. These are specialized machines that laminate and punch a hole for the clip. Various brands and models can be purchased. The cost can vary but the resulting badges are very nice and avoid the problem of the badge cards slipping out of the holders. The cost may be more than the slide in badge holders and the man-hours are probably greater due to the care that needs to be taken while laminating.

b) Professionally made - Many of the larger copier/printing companies (Kinko's, etc.) will professionally prepared laminated badges. You will need to provide them with a computerized list of the names and the format that you want to use for the badge as well as any logo. The advantage is that you do not have to do any manual labor to prepare the badges but the cost is higher. Also you must be sure that they keep the badges together for each chapter so that you can place them in registration packages easily.

c) Badge Content - Badges should contain at a minimum the following information: Full name, Chapter, your logo or name of event. NOTE: The name of the person should be as large as possible on the badge. The point of the badge is to make the person easily identifiable to other

attendees. If the name is too small then people will have to get too close to read it.

## 5. Prepare registration packages

One of the last tasks to be performed close to tournament week will probably be the actual preparation of registration packages. This may involve several steps:

- a) Print labels -Sort labels by chapter and then by player name. (See notes above about what the label should contain.)
- b) Attach labels to registration envelope
- c) Insert Brochure
- d) Insert maps, flyers and other information (See notes above)
- e) Insert proper badges for each player, spouse and children if used.
- f) Create dividers for each chapter. These should be large enough to extend above the envelopes themselves when used in registration. Use heavy card stock or cardboard to make them durable, as they will get a lot of use during registration.
- g) Group envelopes per chapter in boxes and place labels on each box to indicate what chapters are in each box.

## 6. Communications to chapters

Send letters and email to each Chapter with your last minute information regarding the tournament. This will include, as indicated above, the flight breakdown and courses, changes in schedule, information on Parade of Colors, etc.

## 7. Prepare Signs for chapters

During the planning stage you should determine what type of signage you will be using to designate the chapters. Each table should have a sign of some type with the chapter's name and if the chapter requires more than one table there should be a sign for each table. Signs should have the name printed as large as possible and should stand up off the table so that it can be seen even when members are seated at the tables. Everyone likes to know where their own chapter is sitting and also where other chapters are sitting so that they can visit friends. Sometimes the convention facility or hotel can provide you with metal stands to hold a sign on each table. Alternately you may want to prove your own stands or design the sign so that it will stand on its own. The sign might also have your National Logo on the sign since some chapters will take their signs home as a memento of the occasion.

After you have the registration counts from each chapter you will be able to make an estimate of how many tables you will need for each chapter. Remember that not every registered person will come even to the Parade of Colors but you still need to be sure to make a fair estimate of the attendees and provide approximately the correct number

of tables. This is the point that you can order the signs needed for each chapter.

## **P. Equipment needed**

### **1. Cellular phones**

For ease of communications during convention week a list of the cellular phone number of each committee member, course captain and other key people should be made. Also add the phone numbers for the various courses and hotels to the list. Reduce the list or print on small cards that can be placed in a wallet. That way any member can easily contact another committee member or locate a key person at the courses easily. Encourage these key people to have their cell phone turned on at all times (except on the courses if they are playing). They should also be sure to have their cell phones charged each day to ensure that they are readily available. This will make the event run smoother if you can find each other. Check your cellular phone connectivity and signal strength at the headquarters hotel and/or convention center prior to convention week. Sometimes it turns out that cellular phones do not get good reception in larger hotels. This may make it difficult to communicate when at the hotel.

### **2. Walkie-talkie**

Consider if you want to rent commercial walkie-talkies for use at the headquarters hotel and/or convention center. If your cellular phone reception is poor, this is particularly important. Also walkie-talkies are easier to hear in a noisy environment since their sound can be adjusted and you hear actual voices rather than just a cell phone ring. Sets of walkie-talkies can be rented for the week. One can be given to each main committee such as registration, souvenir sales, hospitality, chairman, etc. Then the respective committees can get in touch with each other easily rather than having to search throughout a large hotel or convention facility for the person needed. A central charger is usually provided to charge the devices at night.

### **3. Computers**

You will need one or more computers for use during the convention week for various tasks. If you are using computers for scoring purposes you will need to consider how many computers you will need and it is usually best to have one computer per course. You may have enough members who have laptop computers that they could lend you for the week. However, if not then you will need to consider what it will take to rent laptops and find appropriate companies who can provide you with laptops. You may need to have these for over a week since you may need to load software on the computers or if it is standard Microsoft Office software usually the computer company will provide that software. Make sure that the versions are compatible. Then you will need a day or two to get the computers back to the company. Usually pricing is by the day or week.

#### 4. Printers

You may also need one or more printers. A good high-speed color printer is very useful for printing tournament results but having a nice black print only printer will cover most of the printing needs during the week. Make sure that it is a compatible printer that could be used on all the computers if needed.

#### 5. Copiers

An extremely useful piece of equipment to have in your office area might be a small copy machine. There are many pieces of paper that need to be copied during the week including player lists, foursomes, maps, schedules, skins lists, invoices and tournament results. Most large hotels have a business center where a copy machine is available but the costs per page can be quite high. Also they are not always convenient to your work area. If you need to go all the way across a large hotel to make each copy it can be very time consuming when you have little time. Also some business centers are only open during business hours and you may not have any access just when you need it. You may be able to rent a small copier and have it delivered and picked up from the hotel by a local company. Check around for prices and see if it can fit in your budget. This can also be a donated item by a sponsor with recognition in your program. If possible consider getting a copier with enlargement capabilities so that you can make large size blow ups of results for posting if using a computer program.

#### 6. Easels

You will need a number of easels during the week to post information. These can usually be obtained from the hotel but you will need to arrange ahead of time for the days and the number of easels needed as there is usually a per day cost per easel.

#### 7. Office Supplies

Bring plenty of office supplies for use during the week. This includes plenty of paper for printers and copiers, pencils, pens, permanent markers, highlighters, scissors, box cutters, rulers, tape (masking, duct, scotch, etc.) staplers and staples. For money collecting use cash boxes or cash pouches.

#### Q. Convention Week

All of the preparation prior to the event will lead to a smoothly run convention and will make your convention week go much easier.

## 1. Setup

Certain aspects of the convention will work best if you can set up the rooms on the Sunday before the convention starts. This should be part of your arrangements with the hotel when booking meeting rooms. You will need lots of members to assist in bring all the necessary items to the hotel. This includes registration packets, souvenirs for sale, equipment and computers, office supplies, trophies, etc. This may take a number of volunteers and several large vehicles. Plan ahead when and where you will meet and how many people will assist with the move and set up.

a) Registration room - Setting up the registration room to make for a good flow of attendees through the rooms will be a big help. You want to make sure that attendees do not skip important stations of information.

(1) Layout of room - Arrange the tables so that members can only move through the room in one manner. You might ask the hotel for stanchions and ropes to help direct the traffic through the room in the correct manner. The following is a probable sequence of stations for the registration.

(a) Check in table - a table with the lists of players according to chapter. Each player should stop here first and give their name to be checked off the master list.

(b) Registration packets - The next table should be where they pick up their registration packets.

(c) Tee prizes - They should then pick up their tee prizes.

(d) Skins table - The next table should be the skins table where they can pay for the skins. You want to make sure that they have gone through the other stations before they get to skins. Some players tend to go directly to this station without registering. Skins takers should verify that they have been to the other stations first.

(e) Junior and ladies - You may have a separate table to register for their tournaments and to receive any tee prizes or packages for their tournament.

(f) Activities registration - a final table should be for activities registration for the ladies and children. Optionally you may want to have this table in the room where you have souvenir sales depending on the size of the room.

(2) Schedule of workers - Remember to post a schedule of committee workers for this room so that your volunteers can check when they will be working.

(3) Times of operation & Breaks - Post on an easel outside the room if possible what hours of operation the registration room will be open each day so that members can check when the room will be open. Depending on the number of volunteers you might want to allow some break

times for lunch for your volunteers. This is especially true if your volunteers have to work double duty.

(4) Signage - Think about preparing large banners or posters to be hung on the walls above each table letting everyone know what is happening at each station of registration.

b) Souvenir sales - The souvenir sales room should be adjacent to the registration room or as close as possible. You want members to finish registration and then go right on to the souvenir sales if at all possible. This room should also have the raffle items and the raffle ticket sales

(1) Layout of room - Layout the room for easy display of the different items for sale. Display a few of each item on the tables for viewing but do not place all your merchandise up front Place the majority of merchandise behind the tables in an area where the public cannot get to it. You do not want them to help themselves.

The tables with the inventory should layout the merchandise so that it is easy for the volunteers to find a particular color or size.

A final table should be the table for payment and as discussed earlier it is best to just have one person taking the money.

(2) Schedule of workers - Remember to post a schedule of committee workers for this room so that your volunteers can check when they will be working.

(3) Times of operation & Breaks - Post on an easel outside the room if possible what hours of operation the registration room will be open each day so that members can check when the room will be open. Depending on the number of volunteers you might want to allow some break times for lunch for your volunteers. This is especially true if your volunteers have to work double duty.

(4) Signage - Think about preparing large banners or posters to be hung on the walls above each table letting everyone know what is happening at each station of registration.

c) Hospitality

The hospitality room may not take as much setup as other rooms so it can probably be set up on Monday prior to the first hospitality room.

(1) Layout of room - The hospitality room layout depends greatly on what type of room you will be using. If you have a large enough room like a general meeting room at the hotel you can probably set the beer and drinks up behind a series of tables that allow you to serve the beverages instead of having members get their own. This allows you to regulate the number of beers that an individual can take. When the beverages are self-serve

there have been problems in the past of members coming into the room and putting a dozen beers in a bag and taking that immediately out of the hospitality room and into their own rooms. You want to avoid that situation by serving the beers yourself. This means that you must have some means of restricting easy access to the area where the beers are kept. If you are using a suite and storing beers in a bathroom you might want to have a table set in the door of the bath and have your volunteer behind the table.

(2) Schedule of workers - Remember to post a schedule of committee workers for this room so that your volunteers can check when they will be working.

(3) Times of operation - Post on an easel outside the room if possible what hours of operation the hospitality room will be open each day so that members can check when the room will be open.

d) Office/Scoring Room - When you arrive at the hotel on Sunday you will want to place all of your equipment and office supplies in the office room that has been designated for you. Depending on the room layout determine what the best format for your usage is. Be sure that there are plenty of tables and chairs as needed.

e) Sponsor signs - Part of the setup will be giving the sponsor banners and signs to the hotel for them to hang as appropriate. You want them hung as soon as possible so that the first attendees arriving will be greeted by these signs.

f) Hotel Signage for events - Check with the hotel about how they will be indicating your events on their daily schedule either in the lobby or on television screens and how they will mark each of your meeting rooms.

## 2. Registration

a) General - The registration is a three day process and will have several hours each day where it will be extremely busy and many hours where the number of entrants slows down and there is little to do. Unfortunately you must man the registration area for the hours scheduled. The majority of golfers will arrive for registration on Wednesday. Be sure to schedule the registration hours for later on this day since many players may arrive late in the afternoon or the early evening. Keep enough volunteers at the end to handle these late arrivals.

b) Skins - Keep careful accounting of skins and turn over skins money to the financial officer at regular intervals. It is a good idea to keep separate money pouches for each flight so that you can balance against the sheets easily.

c) Activities registration. - Be sure that those manning this station are fully aware of the options available and can describe the activities or tours to the families. When signing people up for the tours where bus transportation is to be provided, be sure to explain

to the attendees that they are reserving a spot in the bus. They should commit to attending at the time of sign up so that you do not turn away other people who might want a spot. One way to handle this is to give each person a bus ticket of some type which they must present at the time of loading. It is recommended that you have a sign-up sheet and if a standby needed list for each trip. Instruct those on the standby list that they might want to come at the required time to see if they are able to get on the bus. No matter what happens there are always those who don't show for the activities and there is usually some space at the last minute.

### 3. Hospitality room

a) Beer - On the day of each hospitality room be sure that the designated amount of beer and soft drinks are delivered to the room. You should probably make a determination of how many cans or kegs or bottles will be served each day. Try to stick within these preset limits if at all possible to allow you to stay within your budget. Also make sure to close the hospitality room at the designated time. It is always easy to extend the time when everyone is there and is drinking and having a good time.

However, this will only lead to overindulgence by some members and may cause you to run out of beer. Stick to the announced schedule and it will also allow members time to eat dinner and get ready for the evening events.

b) Water - Remember to provide bottled water as well as beer and soft drinks. Lots of people really just want a drink of water.

c) Coolers or ice buckets or kegs or dispensers - Work out how you will ice down the beverages and be sure that you get them under ice early enough so that they are cold during the entire hospitality time. This may require several coolers or ice chests or using bathtubs. If you are using kegs there will probably be the ability to ice down the containers.

d) How served - Remember that you have a choice of self-serve or committee served beverages. Work out what will work best for your local but keep in mind that if you serve the beverages you can regulate the amount of consumption.

### 4. Golf

a) Ladies - The first tournament of the week is the ladies golf tournament.

(1) Pretournament meeting - At the Monday night meeting you should be prepared to hand out printed rules for the tournament, answer any questions the ladies have, hand out maps if needed to the course and discuss the procedures you will follow and any special events for the lady golfers.

(2) Staffing at course - Be sure to have enough volunteer staff at the course early to greet the ladies and assist them to find



their carts, and understand any rule changes. The course may be responsible for placing the official score cards on the carts or you may need to do this yourself. You need to explain how they will turn in their scorecards at the end of each round.

(3) Rules announcement - Have extra copies of the rules on each cart even if you gave them out the night before. They will forget to bring the rules. If possible have a loudspeaker announcement of and local or special rules.

(4) On course refreshments - There should be some source of on course refreshments for the ladies. This can be your own volunteers with water and soft drink stations throughout the course or beverage carts from the course. The tournament is held in very hot weather and you need to make sure that there is plenty of water on course for the ladies.

(5) Scoring - After each round you should have a committee member to collect the scorecards. There is nothing worse than the players finishing and not knowing what to do with the scorecards. If you are using computers you need to have them at the course.

(6) Posting of 1st day's results - Remember that you must have a means of posting the scores from the first days round at the course so that they can see where they stand easily.

(7) Luncheon - If you are having a luncheon be sure to explain when and where they will get their lunch. Again have some committee members there to greet and welcome them and thank them for their participation.

b) Juniors

(1) Pre-tournament meeting - At the Monday night meeting you should be prepared to hand out printed rules for the tournament, answer any questions the juniors have, hand out maps if needed to the course and discuss the procedures you will follow and any special events for the juniors. At this meeting you should be sure to collect any consent forms that you did not get with the registration packages. You should not allow any junior to play who does not have a parental consent form. Also discuss the rules that the parents must follow on the course and how close they can be to the juniors and what they can say to their juniors when playing.

(2) Staffing at course - Be sure to have enough volunteer staff at the course early to greet the ladies and assist them to find their carts, and understand any rule changes. The course may be responsible for placing the official score cards on the carts or you may need to do this yourself. You need to explain how they will turn in their scorecards at the end of each round.

(3) On course refreshments - There must be some source of on course refreshments for the juniors. This can be your own volunteers with water and soft drink stations throughout the course or beverage carts from the course. The tournament is held

in very hot weather and you need to make sure that there is plenty of water on course for the kids.

(4) Scoring - After each round you should have a committee member to collect the scorecards. There is nothing worse than the players finishing and not knowing what to do with the scorecards. If you are using computers you need to have them at the course.

(5) Posting of 1't day's results - Remember that you must have a means of posting the scores from the first days round at the course so that they can see where they stand easily.

(6) Luncheon - If you are having a luncheon be sure to explain when and where they will get their lunch. Again have some committee members there to greet and welcome then and thank them for their participation.

C) Men's

(1) Course Captain - The course captain needs to arrange for members to assist with checking in the players at the course, verifying that all official scorecards are in place, answering questions regarding play and generally being visible representatives of your chapter.

(2) Adjustments of foursomes - The course captain should be prepared to make adjustments of foursomes as needed. This may be because of last minute changes of flights or missing players. This may cause you to shuffle so that you do not have a foursome with all players from one chapter or some twosomes when you could make foursomes etc.

(3) Rules announcements - The rules should be announced prior to the tournament with special attention to any local rules for the course or special circumstances. Be sure that they understand that they play by USGA rules. Let them know where they will turn in their scorecards at the end of the round and that they must turn them into a committee member. If you are planning on posting the scores at the half way point, then be sure to let the players know that they must stop at this point. Each member is responsible for having the proper signatures and correctly attesting their score. They each individually must be prepared to hand in their own scorecard to the committee members you designate.

(4) Collection of scorecards - The committee should be there at the end of the round to collect scorecards as quickly as possible and verify that you have all the scorecards. Sometimes players will leave the course quickly and you need to be prepared to verify that you have all the cards.

(5) Scoring team - The scoring team can be partially from the course staff or from your own volunteers. If you are using computers you will need one person to read the scores and one person to enter the scores.

(6) Posting of 1't day's results - Another team can be posting them on boards for the players to view at the course.

## 5. Scoring

What you do for scoring depends on your choice to use computers or hand written scoring.

a) Staff needed - For scoring by computer you will need two members at each course. One to read and one to enter scores. They then need to bring the computers back to the headquarters hotel and your scoring room to complete the process.

b) Timing - Scoring needs to be done as soon as possible after the round so that the scores can be posted and the players can view the leaders after the first day. The second day, of course, will require you to calculate the winners for the trophy presentation. Even with computers this process takes a long time so the sooner the scores get back to the headquarters the better.

c) Posting of results - The National guidelines specify that the scores must be posted after the first round. At the convention center you will need to have board for posting and an area to display the scores. This can be something that the convention center provides on movable boards or you can put the results on foam core boards and display them on easels. Do not count on taping them to the walls, as many convention facilities will not allow you to affix anything to the walls. Arrange for this need before the event so that you are ready.

(1) Master sheets from the course may be one way of displaying the results if you are using manual scoring. These sheets will be quite large so be sure to provide plenty of places for posting.

(2) Copies of your computer results sheets could alternately be posted and will take much less space. However, they are harder to read since they are usually much smaller. If you have a copier that makes enlargements you can possibly enlarge your computer sheets to 8 1/2" x 14" or 11" x 17" would be even better.

d) Copy results - On the final day you will need to have at least two copies of the results. One copy should be for making the announcement from the stage and one copy should be used by the staff handing out trophies on the floor so that you are sure that the right people are getting the trophies.

e) New hole assignments - After the first round it is customary for the foursomes to be arranged so that the top 12 players can be in the same foursomes and compete head to head in each flight in the second round.

This will require some work on the part of the committee and on each course. However, it can be a fairly simple process that will only disrupt the minimum number of foursomes.

(1) Pull the score cards of the top 12 players and note the starting holes for each player.

- (2) Pull the scorecards for three foursomes (usually with starting holes 1A, 1B, 2A)
- (3) Take each player from those three foursomes and slot them into the empty spots left by pulling the top 12 players.
- (4) Assign the top 12 players in order to those first three foursomes.
- (5) Make an adjusted foursome list for the course and change the scorecards for the affected players.

## 6. Parties

a) Setup and decorations - The amount of setup for your parties depends on what you schedule and how complex the event will be. For parties like the Parade of Colors and Awards there are certain traditions but other parties will be up to each host city individually. Decide what type of party and whether you will need tables, tablecloths and any type of decoration. The committee should be responsible for any setup required prior to the event.

b) Refreshments - Will you provide refreshment for this party? Will you have keg beer, canned or bottled beer, soft drinks etc.? Your setup may be similar to the hospitality room or you may have the hotel or other location provide refreshments at a cost.

c) Food - Are you providing food for any party? If so you need to coordinate with whoever is providing the food. If the hotel or outside location is providing the food, you will need to discuss with them the arrangements for time of serving, setup, etc. Make sure that your committee coordinates with the hotel during the week to be sure that all your previous arrangements will be followed through as planned.

If your food is provided by an outside catering company, check with them at the first of the week to be sure they understand the time that they will be allowed to setup and what times you expect them to begin and end serving. This can be an area that presents a poor impression to the attendees. If you post that food will be served during certain hours and you are either late in starting or stop serving too early you will upset people who are planning on eating according to your posted schedule. Be sure that you review with the caterers what they are providing and what you will need to provide: serving tables, table coverings, serving dishes and utensils, plates, napkins, utensils, etc.

d) Entertainment - Plan your room around the type of entertainment that you will be having. Perhaps this will be a DJ or it will be live music.

## 7. Parade of Colors

The Parade of Colors is the one night that has the best attendance of all members since most chapters like to be fully recognized at the event. Lots of members bring their whole family, including kids, and you will need the largest space available for this event.

a) Layout of room - The best layout is one where the bandstand is on the middle of the longest wall so that it can be seen from all parts of the room. In front of the bandstand should be the largest dance floor that the room can accommodate with the tables around the perimeter of the dance floor. Be sure to have them set up the bars in convenient locations around the room and there needs to be sufficient room in front of the bars for members to line up for drinks as needed. Don't have the tables too close to the bars if possible.

Typically the chapters are arranged around the dance floor in alphabetical order so that they are easy to find. However, there is no hard and fast rule for this arrangement. Some of the smaller chapters resent the fact that they are placed in the back comers and do not have an opportunity to be close to the parade floor. In your arrangement try to give as many chapters as possible one table on the edge of the actual parade floor.

b) Decorations - You will probably want to provide tablecloths or have the convention center provide cloths (check on pricing as indicated above in the planning stage.) Plan on plenty of time for your committee for this event to get into the convention facility to place tablecloths and signs before the event. You will also need to provide time for other chapters to come in and decorate the tables if desired. You must have the tablecloths and signage up before the other chapters come into the room since they need to know what tables are theirs in order to add their own decorations.

c) Signage for the room - Part of the setup will also be to provide for any signage that needs to be placed for sponsors or the chapter etc. The convention center staff will usually do this but you will need to provide them with the signs and direct their placement. Check with the convention center regarding this and setup up the time when the committee will be there to direct placement.

d) Room for the march - As indicated you need to provide plenty of room for the Parade. Also plan on where you want the chapters to enter the parade area, what direction they will walk and where they will exit the floor. In the area where they enter you need to plan an aisle with room for the chapters to line up their members.

You should plan on your own members being available to help with crowd control. The members of the chapters and especially the kids tend to crowd into the dance floor area in order to get close to those in the parade. The kids want to get the candy and the adults want to shake hands and get other giveaways. As the crowd presses closer the dance floor area gets smaller and smaller and there is no room to march. If your own committee members surround the dance floor they can help to move the crowd back when it gets too close.

e) Line of March and protocol - The traditional line of March for the parade is alphabetical by chapter name. However, the guidelines specify that the National Officers shall lead the Parade of Colors. Check with the National President earlier in the week to determine if this is the board's wish and if so ask him to be sure that all the board members are aware of this and are ready at the start of the parade. Another deviation from the alphabetical order may be to have

the next year's National Host City be next to last and your chapter as the last chapter in the parade.

f) Master of Ceremonies - Picking a good Master of Ceremonies for the Parade is an important job. The MC should be a member who can speak loudly and clearly and is not afraid of working with a microphone. He should be conversant with the Chapter names and if possible with members of many of the chapters. A good MC will make the Parade a special event by clearly announcing the chapters, making sure that the Parade does not go too fast or too slow and will recognize on the microphone prominent members of each chapter as they pass by the stage. This is a party and the MC can make or break it.

## 8. Lady and Junior Awards Night

Wednesday night is the night to present awards to the ladies and juniors. Try to schedule this early enough in the evening so the kids are not out too late but not so early that not enough members are present to see the awards. The chapters like to recognize their kids and ladies who win and they like to have the members there to see them and cheer for them.

However, try to stick to the posted schedule when giving the awards. Be sure that you clearly announce the time for the awards to the parents at the junior golf meeting on Monday and to the ladies at their meeting on Monday. Also a reminder on Wednesday at the golf course of the time for the awards is also helpful. You want to be sure that everyone is there to get his or her trophy.

a) Room Layout - The room layout will depend on your location but will probably have round or oblong tables as needed for members to sit. It is not usual to provide preset tables for each chapter for this event as it is often more free form seating. However, if you are using the convention center you may want to provide signage as you do for the Parade of Colors.

b) Decorations - Decorations are up to the host city and depend on the budget allowed.

c) Trophy Display - Tables should be set up in front of the stage area to display the trophies for the ladies and juniors. Arrange the trophies in the order of presentation so that it easy for the presenters to hand out the trophies.

d) Posting of Results - The results of both the ladies and the junior tournament must be posted where all the players can view them either inside or just outside the location where you are giving the awards. All players must be shown on the posted sheets and the winners of each flight marked for easy recognition.

e) Skins payouts - If you have skins for the lady golfers, these should be presented at this time. Be sure to indicate in the announcement the flight, the player's name, the player's chapter, the number of skins won and the amount of the skins. Preferably this presentation should be made prior to giving out the lady's trophies.

f) Awards Presentation - Remember that the awards presentation for both the juniors and the ladies should be arranged to make the winners feel as important as possible.

(1) Method (Ladies) - The method of presentation should be always to present trophies in increasing order of importance until the last trophy presented is for the most prestigious award. For example for the ladies present trophies in this order:

- (a) Flight 3
  - (i) 3<sup>rd</sup> Net
  - (ii) 2nd Net
  - (iii) 1st Net
  - (iv) Low gross champion
- (b) Flight 2
  - (i) 3<sup>rd</sup> Net
  - (ii) 2nd Net
  - (iii) 1st Net
  - (iv) Low gross champion
- (c) Flight 1
  - (i) 3<sup>rd</sup> Net
  - (ii) 2nd Net
  - (iii) 1st Net
  - (iv) Low gross champion
- (d) Championship
  - (i) 3<sup>rd</sup> Net
  - (ii) 2nd Net
  - (iii) 1st Net
  - (iv) Overall low gross champion

(2) Method - Juniors - present trophies according to age group starting with the youngest and moving up to the oldest age group. For example use the following:

- (a) Present participation medallions to all non-winners in all age groups first.
- (b) Age 7 to 8 - Girls
  - (i) 3rd place
  - (ii) 2nd place
  - (iii) 1st place
- (c) Age 7 to 8 - Boys
  - (i) 3rd place
  - (ii) 2nd place
  - (iii) 1st place
- (d) Age 9 to 10 - Girls
  - (i) 3rd place
  - (ii) 2nd place
  - (iii) 1st place
- (e) Age 9 to 10 - Boys
  - (i) 3rd place
  - (ii) 2nd place
  - (iii) 1st place
- (f) Continue up the age brackets until you reach the top age group and the last trophy should be the girls champion and the boys champion.

(3) Presenters

(a) Presenters for the ladies golf should be your own ladies golf chairperson, the National Tournament Director and National president and any other persons you need to assist.

(b) Usually the presenters of the junior trophies will be your own junior golf Chairman and the National Junior Golf Chairman and the National Tournament Director and National President.

(c) Check with each person to confirm their participation before the event and also to be sure that they are present at the time specified.

(d) The chairperson for each aspect of the golf should be the one to read the names of the winners. They should read the names loudly and clearly. Do not rush the presentation!

Be sure to include the following information for each winner.

- (i) Name
- (ii) Chapter name
- (iii) Flight number or age group
- (iv) Place won (1't low net, 3'd place, etc.)
- (v) Score for players. You may not want to do this for the juniors but it is nice to know what the winners shot in each group. Give net scores for those places and gross scores where appropriate.

(e) Be sure to have enough committee members on the floor to handle the distribution of the trophies. It is very important for one person near the trophies to have a copy of the same list used by the person reading the names. This will assist in being sure that each person gets the correct trophy. This position is very important and they need to take extreme care in passing out trophies to ensure that there are no mix-ups.

(4) Trophy Control - Be sure only the right person gets a trophy.

(a) One possible problem that can occur during trophy presentation is that the wrong trophy is given to the wrong player. In other words the 3rd place person gets the 2nd place trophy and vice versa. This can cause a major headache when you need to get those trophies exchanged. The person who gives out the trophies must verify the person's name against the list provided and the trophy before giving it to the actual presenter.

(b) A second problem occurs when the person who won the trophy is not the one who picks it up. Situations have occurred in the past where someone has picked up a trophy that did not belong to them at all. Then the correct player comes up and there is no trophy. Or the winner is not present at the ceremony and then they call later to get their trophy because they are told that they won one and you don't have the trophy because you gave it out



already. If this happens you will be responsible for buying another trophy for the correct person. You should take every precaution to make sure that the correct person picks up every trophy.

(i) In the case of the lady's presentation you should verify the name of the player by seeing their badge.

(ii) If another member of the chapter comes up to pick up the trophy because the winner is not present, it is recommended that you have that person sign for the trophy and you validate that they are from the same chapter by checking their badge. You could have this person sign for the trophy on the winner's list used by the person on the floor.

(iii) For juniors this task will be a little harder since the kids tend to run up quickly and they usually don't have a badge. Ask each junior their name when they come up to check against the list. Again if a parent or someone else from the chapter picks up a trophy ask them to sign for it.

(5) Junior Medallions - Juniors who do not place in their flight are entitled to receive a participation medallion. These are currently provided by the National Junior Committee. Check with the chairperson immediately after your registration closes with the number of participants that has signed up. Let them know how many trophies you will be presenting so that they can figure out how many medallions to bring. Be sure to ask them to bring extra medallions, as there are usually some last minute junior sign ups. Sometimes parent bring their juniors to play without previous registration.

(6) Photographs - During the trophy presentations there will be many who want to take pictures of the winners. If you have a photographer on your committee, plan to have them there to take pictures of the winners. It is nice if you can have all the winners for a particular flight or age group stay up front until all trophies are presented and then take a picture of the group. Parents and/or other club members will also want to be up front to take pictures. Try to have your committee members designate an area for photos off to one side so that the photo taking will not interfere with the next group of recipients.

## 9. Men's Awards Night

Friday night is the night to present awards to men. Try to schedule this presentation for the middle of the evening. If you schedule it too early the members will not be there to receive their trophy and there will also not be enough members present to see the awards. The chapters like to recognize their members who win and they winners like to have the members there to see them and cheer for them. Also planning for the middle of the evening will allow your scoring committee plenty of time to calculate the winners, prepare the presentation lists and post the results.

However, try to stick to the posted schedule when giving the awards. Remind the golfers on Friday at each course of the time for the awards. You want to be sure that everyone is there to get his trophy.

a) Room Layout - The room layout will depend on your location but will probably have round or oblong tables as needed for members to sit. Usually you will leave the signs from the Parade of Colors on the tables for the final night.

b) Decorations - You may also want to provide some type of centerpiece for each table if your budget allows. A centerpiece that reflects your theme for the event.

c) Admittance - You should make some precautions to be sure that only Pan American Golf Association members and families are admitted to the event. If you are using a convention facility you can ask for staff to be at the doors to check for either badges or tickets before admitting someone. This is just a natural security measure to ensure that you do not have any gatecrashers that will cause problems. If you are giving free beer, this is often a requirement of the convention facilities to make sure that you have a closed party and not open to the public. Also since many events are held in Texas there are often friends of PAGA members that attempt to enter the facility without paying a social fee and then enjoy your free food, refreshments and entertainment.

d) Trophy Display - Tables should be set up in front of the stage area to display the trophies for the men. Arrange the trophies in the order of presentation so that it easy for the presenters to hand out the trophies. This means placing the last place for each flight in front and behind it the next place until the trophy in the back is the winner's trophy. Place the trophies in order by the flights from 8th flight up to Championship. At one end place the trophies for the four man team and seven man team.

e) Posting of Results - The results of all flights for the tournament must be posted where all the players can view them either inside or just outside the location where you are giving the awards. All players must be shown on the posted sheets and the winners of each flight marked for easy recognition. Be sure to have plenty of room setup to post the sheets; especially if the sheets are the large ones used for manual posting.

f) Skins payouts

Posting of skins and the payout of skins at the awards ceremony can be a difficult task since it has a lot of potential for errors in the distribution of money. It also can take a lot of time out of the evening in addition to the presenting of trophies. Several different options regarding skins are available. You should carefully consider the pros and cons of each option and make a decision prior to the event concerning which method you will use. Once you decide how you will handle skins be sure to announce that method early on in your materials and to the players when they pay for skins.

(6) Pay and announce skins at awards night - This option will require your scoring committee to calculate the winners for each

flight for each day. They will also need to decide what the payout will be for each skin and place that money in envelopes. The envelopes should state the round (1 or 2), the flight number, the hole the skin was won on, the player's name, the player's chapter and the dollar amount enclosed. A complete list of all the winners for each round needs to be prepared. Again the list should state the round, flight, total skins paid out for the flight, dollar amount for each skin and then list the player's name, chapter and hole number(s) and amount won. The announcer should read the information and committee members should be prepared to hand out the envelopes to the members as they come up to receive them. The pros for this method are that the members like to get their money immediately and also there are recognitions from the entire group. The cons for this method is that it may take considerable work to get the list and money prepared in time for the event and it also takes a long time to announce all the names and pay out the money.

(7) Pay skins on awards night without announcing - This method is similar to the first method in that you must calculate and prepare the skin envelopes and lists in exactly the same manner. The difference is that instead of announcing the names to the entire group you post the skins winners along with the flight winners so that members can view if they have received a skin. Then you announce that skins winners may pick up their winnings at a specific time and area of the convention center. You set up the skins committee at a payout area and ask members to go there to obtain their skins. You will need to set up an area where your skins committee can be behind a table to hand out the skins. If you have enough committee members let there be one member to payout for each flight. Committee members should be outside the table to get the members to line up in an orderly manner to come up one at a time to receive their skins payout. They should direct them to the correct line for their flight. The pros for this method again is that the members get their money right away and you do not take time out of the schedule needed to announce all the winner's names. The cons for this method are that it takes a strong committee to make sure that the crowd of members does not get unruly when handling out skins. It can be a madhouse if it is not well controlled.

(8) Pay skins after the event to the Chapter - This method does not require the scoring committee to calculate skins at the event. Instead they calculate after the event and then mail a check to each chapter with a list of the members who have won skins and the amount that they have won. The Chapter then writes a check to each member for the amount won. The pros for this method is that it gives the scoring committee more time to correctly calculate the winners and the amounts won and they do not have to worry about the actual distribution of money at awards night. The cons are that the members can be quite upset when they learn that they will not get their money right away. If you use this method be sure to announce early and often that skins will be sent to the chapters. The second disadvantage is that it then requires each individual chapter to write checks to the members and sometimes this doesn't happen quickly due to the time delay in receiving the check. It also relies on the honesty

and dedication of each Chapter to get the money quickly to the members. This may be the method with the most problems.

(9) Pay skins after the event to the individual member - Like the previous method the committee calculates the skins and amounts after the event and then mails individual checks to each member who wins a skin. This requires that you have the addresses of the individual members on file and will only work if you use individual registration forms. If you do not have individual addresses you could still write individual checks and mail them all to the Chapter PO box and ask the chapter to distribute. The pros are the same as the previous method but it does not rely as heavily on the Chapter to write the checks. Hopefully it ensures that the individual member gets their money. The cons are that you must write a lot more checks.

(10) Payout Problems to Avoid - One serious problem that has arisen in the past at several Nationals is the paying out of skins to the wrong person. Unfortunately it is far too easy for the wrong person to come up and claim a skin and without the proper controls you may end up with someone winning a skin and then claiming either rightly or wrongly that they did not get their money. This usually means that the host city must pay out the skin again to avoid complaints. This then will certainly cut into the profits. A few simple precautions can prevent this kind of problem.

(a) Only give money to the player himself. Verify this by require them to show their badge before giving them the money. This means that someone can't come up and claim the skins by giving another member's name.

(b) Ask the player to sign next to their name on a master payout sheet. This avoids a claim later that you did not give them the money.

(c) If another chapter member asks to pick up the money for another player, refuse them. Any player who does not personally pick up their money should have a check mailed to them after the event. This is very important since it has happened many times that someone comes up and says they are collecting for another member with their permission. The money is then handed to them without any checking and later the actual winner comes up and asks for their money. You say that you gave it out already but you do not know to whom. Now you are liable for paying the money again.

g) Awards Presentation

Remember that the awards presentation should be the final highlight to your convention week. Many players have played for years and never won a trophy and when they do win they want the presentation to be a significant recognition of their accomplishment. They want to hear their name announced and they want the support and congratulations of their own chapter and others. Plan carefully the presentation ceremony to ensure that they get the recognition they deserve.

(1) Method

(a) The method of presentation should be always to present trophies in increasing order of importance until the last trophy presented is for the most prestigious award. Start with the 10th place in the eighth flight and work up to the champion for that flight. Then go on to the seventh flight up to the championship flight in the same manner. Then present the four man team and seven man team.

(b) Consider how you will bring the members up to receive their awards. Bringing them up individually and waiting for them to arrive takes a lot of time. However, if you wait for each person and then present them the trophy and then you read the next name you are assured that the right person gets the trophy.

(c) Another method is to read all the winners names for a flight and then let them come to the front all at once' If you do this then you should have some method of being sure that the right person gets the right trophy. One method is to place numbers on the floor for positions one through ten. When the players come up the person on the floor has a list and checks their names against the list and places them in the correct position. After all players are in position for the flight then the trophies are handed out. This method also allows for taking a group photo of the winners and makes the presentation more impressive. While one flights trophies are being given out on one side and pictures taken, the winners of the next flight could be called up to the other side of the stage and arranged in the same manner'

## (2) Presenters

(a) Presenters for the men's golf should be your own men's golf chairperson, the National Tournament Director and National President and any other persons you need to assist.

(b) Check with each person to confirm their participation before the event and also to be sure that they are present at the time specified.

(c) Determine who should be the one to read the names of the winners, If the event chairperson does not want to do this, then pick someone who can read and pronounce the names. They should read the names loudly and clearly. Do not rush the presentation! Be sure to include the following information for each winner.

(i) Name

(ii) Chapter name

(iii) Flight number

(iv) Place won (10th, 9th place, etc.)

(v) Score for players. It is optional but it is nice to know what the winners shot in each group. Give the gross score for all flights except the eighth flight which is net only.

## (3) Committee Assistance

Be sure to have enough committee members on the floor to handle the distribution of the trophies. It is very important for one person near the trophies to have a copy of the same list used by the person reading the names. This will assist in being sure that each person gets the correct trophy. This position is a very important committee member and they need to take extreme care in passing out trophies to ensure that there are no mix-ups.

(4) Trophy Control - Be sure only the right person gets a trophy.

(a) One possible problem that can occur during trophy presentation is that the wrong trophy is given to the wrong player. In other words the 3rd place person gets the 2nd place trophy and vice versa. This can cause a major headache when you need to get those trophies exchanged. The person who gives out the trophies must verify the person's name against the list provided and the trophy before giving it to the actual presenter.

(b) A second problem occurs when the person who won the trophy is not the one who picks it up. Situations have occurred in the past where someone has picked up a trophy that did not belong to them at all. Then the correct player comes up and there is no trophy. Or the winner is not present at the ceremony and then they call later to get their trophy because they are told that they won one and you don't have the trophy because you gave it out already. If this happens you will be responsible for buying another trophy for the correct person. You should take every precaution to make sure that the correct person picks up every trophy.

(i) You should verify the name of the player by seeing their badge.

(ii) If another member of the chapter comes up to pick up the trophy because the winner is not present, it is recommended that you have that person sign for the trophy and you validate that they are from the same chapter by checking their badge. You could have this person sign for the trophy on the winner's list used by the person on the floor.

(5) Photographs

During the trophy presentations there will be many who want to take pictures of the winners. If you have a photographer on your committee, plan to have them there to take pictures of the winners. It is nice if you can have all the winners for a particular flight stay up front until all trophies are presented and then take a picture of the group. Club members will also want to be up front to take pictures with the National Officer giving the trophy. If you use the second method of presentation you will be able to control the group photos better. Try to have your committee members designate an area for photos off to one

side so that the photo taking will not interfere with the next group of recipients.

#### h) Speakers

There are certain required persons who should be invited to speak at the awards ceremony. The order of their presentations should be preset and announced to each speaker so that they can prepare and be ready to be on the stage at the appointed time. You must decide if these speeches and/or presentations will be immediately before the awards, immediately after the awards or at some other intermission. Remember that after the awards many members leave the hall since they may be leaving for home or planning on an early night in order to leave the next day.

(1) Master of Ceremonies - Consider if you want one person to be a Master of Ceremonies for the event. His job would be to orchestrate the entire evening by introducing the speakers and keeping the evening moving without interruption or delays. This person could be your National Event Chairperson or another member who you feel has a good stage presence and speaking voice.

(2) National President - He will want to give a speech of welcome and introduce the National Board members.

(3) Hall of Fame - If there has been nominations and a selection of members to be added to the Hall of Fame, then the chairperson for this committee will want to make this presentation. This usually takes some time as there may be another presenter who will give a history of each inductee.

(4) Most Improved golfer presentation - The National Tournament Director usually presents a trophy for the most improved lady and the most improved man golfer.

(5) Host City chairperson - Your chairperson should definitely make a welcoming speech and a thank you to the attendees.

(6) Host City President - Your chapter president may also want to give a word of welcome.

(7) Next Host City chairmen - Invite the chairperson of each of the upcoming National events (Winter Meeting, Seniors and National) to speak briefly and invite members to their event.

## 10. Wrap-up

When the last event is over you will still need to wrap-up with the convention facility and the hotel. This involves packing up all left over souvenir items, registration materials, posting sheets, supplies and equipment and transporting it to whoever will be storing the items. Plan on having a committee to help with this process on Saturday. This involves being sure that you have the necessary vehicles for transportation.

In addition you should check with your convention center staff and your hotel staff during the week regarding the final accounting. Plan on the fact that there will be last minute charges that will need to be paid before the week is over and you leave the facilities. Find out when they will have your final bill prepared and arrange with your financial officer to meet with them to make the final payments and go over the bills.

## R. Post tournament

The month following the tournament will be important to wrap up your event in time to make your required accounting to the delegates of your profit and the tournament results. You should schedule a post-convention meeting of all committee heads and your financial officer within two weeks of the end of your event. This will be to wrap up the final accounting and makes post-convention decisions.

### 1. Accounting

Key to this period is finishing up your accounting so that you can prepare your financial report.

a) Collection of all unpaid income - You need to work to collect any unpaid items during this time. That may include payments for advertisements in the brochure, last minute registrations, after tournament sale of souvenirs, etc. Make every effort to get these monies collected before the event but if nothing else, have your finance committee make phone calls immediately following to collect any of these final funds.

b) Presentation of bills by all committees - During your pre event period committee chairman should be keeping track of their bills and submitting them in a timely fashion to the financial officer. His responsibility will be to keep accounting so that these amounts can be properly categorized according to your budget. Make sure that your committee chairmen know that they must present all of their bills immediately after the event so that they can be paid by your financial officer.

c) Payment of refunds due - The committee should carefully consider at your meeting any requests for refunds. Usually before the event starts you will get requests from chapters or individual members asking for a refund of their entry fee. These requests may be due to illness of the member or a family members or they may be business related conflicts or other reasons. It is best to get as much information as possible about the reasons for the inability to attend at the time of the request. Tell the member that the committee will decide about all refund requests following the convention. If a member requests a refund directly, you may want to check with the chapter contact person concerning the validity of the request. At your wrap-up meeting the committee should carefully review each request and determine if a full or partial refund is due the member. Certainly a member who is ill or had a family member seriously ill should probably be given a full refund unless you have expended money such as green fees for them. Remember that the goodwill of the members in general may be more important that the dollars and cents you might lose.

d) Payment of all bills - After this wrap up meeting the financial officer should pay all outstanding bills to committee heads, vendors, and any outstanding bills that were not paid to golf courses, hotels and convention facilities.



## 2. Storage or disposal of souvenir items

At the wrap up meeting you will need to make determinations on what to do with any leftover souvenir items such as caps and shirts. Remember that if at all possible you should make every effort to sell all of your souvenir items at the event. Afterwards it will be practically impossible to sell more than a handful of these items. Any leftover items will need to be stored and then maybe given away or sold to your own members for cost or less.

## 3. Return of scorecards to chapters

The National tournament guidelines specify that the scorecards are to be returned to the chapters at the end of the event. However, this is usually not feasible since it will take some work to sort the scorecards into chapters. You should plan on your scoring committee working on this task immediately after the convention. They should check with the National Tournament Director to determine if he will be posting the scores for the 10 winners in each flight. If he will be doing this, then you need to pull their scorecards from each course and package and send them to the National Tournament Director. All other scorecards should be sorted by chapter and placed in envelopes and sent to each chapter as soon as possible. Be sure to include the scorecards for ladies and juniors.

## 4. Report of tournament results

You are required to prepare a report for the delegates and each chapter within 45 days of the end of the tournament. This report should be sent to each chapter's PO Box and to each National Officer. The guidelines specify that if this report is not mailed to the chapters on time you may be fined up to \$1000 (payable to the National organization) for failure to abide by the guidelines. Therefore you should work promptly to have this report ready on time. It needs to include the following information.

a) Winners for each flight - A report that indicates all flight winners should be prepared. It should list the flight number/name, the player name, chapter, score and position won. This report should include all nine flights and also the four man team and seven man team with the player's names and scores. Also the report must list the ladies flights and winners as above and the junior flights and winners as above.

b) Skins winners - A second report should include the skins winners of each flight. It includes the flight number, player's name and chapter, hole the skin was won on and the dollar amount paid. Include ladies and men's skins.

c) Financial report to chapters - The financial report requires that you list the income and expenses and show any profit or loss. A nice extra feature would be to prepare this report in

comparison to your approved budget. In other words, have a column with your items descriptions and then a column with the budgeted amounts and a final column with the actual amounts of income and/or expense. If there are items that were not placed on your original budget, then add extra lines showing a zero budget amount and then the actual amount paid. This type of report will more fully explain your financial position and allow the delegates to understand the report.

## 5. Information for the Convention Advisory Committee

After the event you should collect certain information and send copies to the Convention Advisory Committee for inclusion in this manual for future reference. The following is a list of the items you should furnish to the committee.

- a) Budget copy
- b) Financial Report
- c) Schedule of events
- d) Count of players (men, lady, junior boys, and junior girls)
- e) Count of attendees (spouses and other children if recorded)
- f) Count of rooms blocked at headquarters hotel and other hotels. You can usually get this information by talking to your contact person for each hotel. You should ask them if possible how many rooms were booked for each night. This information can be invaluable for other chapters when planning their own room blockage.

## 6. Final report to delegates

At the Winter Meeting in the year following your National you will be required to make a formal presentation to the delegates. This should include a copy of your financial report and can also include the flight winners, etc. Use this opportunity to let the delegates know how much you appreciated the chapter's support. Also this can be an opportunity to discuss any areas that you feel need improvement or that the delegates should be aware of.

### **III. Winter Meeting & Senior Tournament**

Coming Soon!

## IV. Appendix I – Budgets for National

### IV. Appendix I – Budgets for National

Year	Event	Chapter	Budget
1997	National	Corpus Christi, TX	
1998	National	Brownsville, TX	
1999	National	Kansas City, MO	X
2000	National	Houston, TX	
2001	National	Phoenix, AZ	X
2002	National	Pomona, CA	X
2003	National	Austin, TX	X
2004	National	San Antonio, TX	X
2005	National	Irving, TX	X
2006	National	Oklahoma City, OK	
2007	National	Fort Worth, TX	
2008	National	El Paso, TX	
2009	National	Dallas, TX	
2010	National	Corpus Christi, TX	
2011	National	Brownsville, TX	
2012	National	Kansas City, MO	
2013	National	Houston, TX	
2014	National	Phoenix, AZ	

7/24/2005

173



**Irving  
National 2005**

July 28, 2004

**Proposed Budget**

**48<sup>th</sup> Annual National Pan-American Golf Association  
August 1-5, 2005**



**Income**

Entry Fees - Men's Tournament	800 @ \$190.00	\$ 152,000
Entry Fees - Ladies Tournament w/Spouse	50 @ \$ 90.00	\$ 4,500
Entry Fees - Ladies Tournament - Single	10 @ \$190.00	\$ 1,900
Guests	40 @ \$100.00	\$ 4,000
Commemorative Brochure (Ads)		\$ 2,500
Souvenir Sales		\$ 2,500
Raffle		\$ 2,500
Sponsor Donations		\$ 40,000

**Total Income      \$ 209,900**

**Expenses**

**Golf Courses (Green Fees & Carts)**

Men Tournament (2 Rounds)	1600 @ \$40	\$64,000
Ladies Tournament (2 Rounds)	120 @ \$45	\$ 5,200

**Sub-total      \$69,200**

**Trophies & Rings**

Men's Champion Rings	10	\$405	\$ 4,050
Ladies Champion Rings	4	\$405	\$ 1,620
Men Trophies (10/ft) <i>9 FLIGHTS</i>	<del>100</del> 90	\$100	\$ 10,000
Four Man Team Trophies	4	\$ 50	\$ 200
Seven Man Team Trophies	7	\$ 50	\$ 350
Ladies Trophies (3/ft)	12	\$100	\$ 1,200
Junior Trophies (5/Age Group)	25	\$ 50	\$ 1,250
Junior Participation Medals	120	\$ 10 <sup>1/2</sup>	\$ 1,260
Seniors Trophies (3)	3	\$100	\$ 300

**Sub-total      \$20,230**

**Meeting & Events Facilities**

Convention Center (Meeting rooms, Ballrooms)		\$10,000
Convention Center Set up expenses		\$ 5,000
Headquarters Hotel (Welcome Party)		\$ 3,500
Hospitality Room (4 days)		\$ 4,000

**Sub-total      \$ 22,500**

**PAN AMERICAN GOLF ASSOCIATION  
of IRVING, TEXAS**

**Irving  
National 2005**

**Misc Convention & Tournament Expenses**

Liability Insurance (Convention Center)	\$ 1,000
Hole in One Insurance	\$ 2,000
Security	\$ 3,000
Advertising	\$ 1,000
Postage – Mailouts/handouts/etc	\$ 600
Telephone	\$ 500
Web Page	\$ 1,000
Stationary/Handouts/printing	\$ 1,500
Arlington CVB Services	\$ 3,000
Goodie Bag items (men,ladies,juniors) (1200 )	\$10,000
Members Staff shirts (20 @ \$25)	\$ 500
Souvenir merchandise (shirts/caps/towels/others) 500 of each) @\$30	\$15,000
National Officers Commemorative Gift (5 @\$40)	\$ 200

**Sub-total     \$39,300**

**Total Expenses     \$197, 130**

**NET PROFIT     \$ 12,770**

**San Antonio  
National 2004**

**PAN AMERICAN GOLF ASSOCIATION  
2004 NATIONAL TOURNAMENT PROPOSAL  
San Antonio, TX**

**PROJECTED REVENUES**

MEN.....	1000 @ \$ 190.00Ea.....	\$ 190,000.00
LADIES.....	40 @ \$ 90.00Ea.....	\$ 3,600.00
SOCIAL ENTRIES....	30 @ \$ 70.00Ea.....	\$ 2,100.00
JUNIORS .....	100 @ n/c.....	\$ 000.00
		<b>\$ 195,700.00</b>

**FIXED EXPENSES****GREEN FEES**

Men (two days includes cart).....	2000 @ \$ 45.00.....	\$ 90,000.00
Ladies (two days includes cart) .....	80 @ \$ 40.00.....	\$ 3,200.00
Trophies (includs men, ladies & juniors)135@	\$ 95.00.....	\$ 12,825.00
Rings.....	9@ \$430.00.....	\$ 3,870.00
		<b>\$109,895.00</b>

**VARIABLE EXPENSES**

Music .....	(three nights).....	\$ 12,000.00
Meeting rooms..(headquarters) .....		\$ 2,000.00
Transportation....(hotels to convention center) (three nights).....		\$ 8,000.00
Insurance.....(liability & hole-in-one).....		\$ 4,000.00
Convention center rental....(three nights).....		\$ 13,500.00
Security.....(convention center fire & police & electric).....		\$ 2,500.00
Beer & soda corkage fees & ice.....		\$ 16,000.00
Mailing.....		\$ 900.00
Printing.....		\$ 700.00
Computer rentals.....		\$ 1,000.00
Delegates luncheon....(men & ladies).....		\$ 2,700.00
Telephone expenses.....		\$ 600.00
Entry packages.....		\$ 13,000.00
Teen dance.....		\$ 1,000.00
Decorations.....		\$ 600.00
Misc.....		\$ 2,000.00
		<b>\$ 80,500.00</b>

Revenue.....	\$ 195,700.00
Expenses.....	\$ 190,395.00
	<b>\$ + 5,305.00</b>

**Austin  
National 2003**Austin National 2003  
Budget Proposal

## Expenses

Green Fees & Carts	Quantity	Cost	Total
Men	1100	\$80	\$88,000.00
Women	60	\$70	\$4,200
Juniors	100	\$13.50	\$1,350.00
<b>Total</b>			<b>\$93,550</b>

## Trophies/Awards/Rings

Rings	10	\$400	\$4,000
Men	100	\$100	\$10,000
Women	12	\$100	\$1,200
Juniors (Boys & Girls)	40	\$40	\$1,600
Seniors	20	\$100	\$2,000
<b>Total</b>			<b>\$18,800</b>

## Entertainment

Convention Center	2	\$3,500	\$7,000
Insurance	2	\$800	\$1,600
Security	2	\$1,200	\$2,400
EMS	2	\$1,000	\$2,000
Corkage	2	\$7,000	\$14,000
Music	2	\$6,000	\$12,000
Hotel			
Opening Night			
Music	1	\$1,000	\$1,000
Security	2	\$300	\$600
Corkage		\$800	\$800
Hospitality			
Corkage	4	\$720	\$2,880
Security	4	\$300	\$1,200
Teen Dance			
Music	1	\$600	\$600
Beverages		\$300	\$300
Lunch			
Delegates (Men)	70	\$16	\$1,120
Delegates (Women)	70	\$16	\$1,120
Ladies Entertainment/Activities	4	\$1,000	\$4,000
Children's Activities	3	\$700	\$2,100
<b>Total</b>			<b>\$54,720</b>

## Welcome Activities

Feasta Gardens	2	\$500	\$1,000
Beverages	2	\$1,200	\$2,400
Music	2	\$2,000	\$4,000
Food	1	\$6,000	\$6,000

<b>Total</b>			<b>\$13,400</b>
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## Budget Proposal

Beverages/Ice			
Beer	4	\$2,000	\$8,000
Soft Drinks/Water	4	\$500	\$2,000
Ice	4	\$300	\$1,200
Total			\$11,200
Transportation:			
Ladies Activities	2	\$1,000	\$2,000
Children Activities/Golf	2	\$600	\$1,200
Convention Center	2	\$1,000	\$2,000
Total			\$5,200
Communication			
Advertisement		\$500	\$500
Web Page		\$300	\$300
Brochures/Printing	1200	\$7	\$8,400
Other Handout /Printing	100	\$10	\$1,000
Misc. Postage/Stationery ect.		\$2,000	\$2,000
Total			\$12,200
Buses	6	\$600	\$3,600
Grand Total			\$212,670
Income Entries			
	1000 @ \$185 =	\$185,000	
	1200 @ \$185 =	\$220,000	
	1000 @ \$180 =	\$180,000	
	1200 @ \$180 =	\$216,000	

Pomona, CA  
National 2002

**PAN AMERICAN GOLF ASSOCIATION  
POMONA CHAPTER**

*2002 National Convention and Tournament Budget*

**INCOME**

Entry Fees:

Men	500	\$185.00	\$92,500.00	
Seniors	250	\$10.00	\$2,500.00	
Ladies	20	\$80.00	<u>\$1,600.00</u>	
				\$96,600.00

Sponsors				\$9,000.00
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Other Revenue:

Brochure			\$8,000.00	
Raffles			\$5,000.00	
Promo Sales			\$8,000.00	
Skins			<u>\$1,000.00</u>	
				<u>\$22,000.00</u>

<b>INCOME TOTAL:</b>				<b>\$127,600.00</b>
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**EXPENSES**

Green Fees/Carts:

Men	500	\$82.00	\$41,000.00	
Ladies	20	\$80.00	\$1,600.00	
Juniors	50	\$40.00	<u>\$2,000.00</u>	
				\$44,600.00

Trophies:

Men, Ladies, Seniors, Junior			\$12,925.00	
Rings			<u>\$3,600.00</u>	
				\$16,525.00

Convention Hall:

Music:			\$5,600.00	
			<u>\$12,000.00</u>	
				\$17,600.00

Page 12

<b>Insurance:</b>		
Liability - \$1,000,000	\$750.00	
Hole-in-One	<u>\$1,000.00</u>	\$1,750.00
<b>Activities:</b>		
Ladies	\$3,500.00	
Juniors	<u>\$3,000.00</u>	\$6,500.00
<b>Food/Beverages:</b>		
Delegates Lunch	\$2,000.00	
Ladies Meeting	\$500.00	
Beer/Soft Drinks/Ice	<u>\$10,200.00</u>	\$12,700.00
<b>Miscellaneous:</b>		
Transportation	\$3,310.00	
Advertisements	\$1,000.00	
Brochure	\$2,500.00	
Entry Packages	\$7,800.00	
Promo Items	\$4,150.00	
Postage	\$1,500.00	
Printing	\$1,500.00	
Corkage Fees	\$3,500.00	
Hotel Expense	\$1,200.00	
Decorations	<u>\$1,000.00</u>	\$27,460.00
<b>EXPENSE TOTAL:</b>		<b>\$127,135.00</b>
<b>NET GAIN:</b>		<u><u>\$465.00</u></u>



P.A.G.A. of Phoenix

**Phoenix, AZ  
National 2001**

***BUDGET PROPOSAL***

**INCOME:**

**ENTRY FEES:**

	Quantity	Per Cost	Total
Men	600	\$ 160.00	\$ 96,000.00
Women	50	\$ 65.00	\$ 3,250.00
Seniors	250	\$ 10.00	\$ 2,500.00
Juniors	150	\$	-

**SOCIAL GUESTS:**

50	\$	75.00	\$ 3,750.00
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**Sub-Total – Entry Fees**

\$ 105,500.00

**SPONSORS:**

Corporate	2	\$ 2,500.00	\$ 5,000.00
<b>Sub-Total--Sponsors</b>			<b>\$ 5,000.00</b>

**DONATIONS:**

Monetary	1	\$ 300.00	\$ 300.00
<b>Sub-Total – Donations</b>			<b>\$ 300.00</b>

**OTHER INCOME:**

Brochures	40	\$ 200.00	\$ 8,000.00
Raffles	500	\$ 10.00	\$ 5,000.00

**SALES**

<b>Sub-Total – Other Income</b>			<b>\$ 26,000.00</b>
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**TOTAL INCOME:**

**\$ 136,800.00**



## P.A.G.A. of Phoenix

**EXPENSES**

<b><u>GREEN FEES &amp; CARTS:</u></b>	Quantity	Per Cost	Total
Men	600	\$ 70.00	\$ 42,000.00
Women	50	\$ 50.00	\$ 2,500.00
Seniors	250	\$ 25.00	\$ 6,250.00
Juniors	150	\$ 50.00	\$ 7,500.00
<b>GUESTS:</b>			\$ -
Men			\$ -
Women			\$ -
<b>Sub-Total – Green Fees &amp; Carts</b>			<b>\$ 58,250.00</b>
<b><u>TROPHIES/AWARDS/PRIZES:</u></b>			
Rings	10	\$ 400.00	\$ 4,000.00
Men	100	\$ 100.00	\$ 10,000.00
Women	6	\$ 75.00	\$ 450.00
Seniors	6	\$ 50.00	\$ 300.00
Juniors - Boys	20	\$ 40.00	\$ 800.00
Girls	15	\$ 40.00	\$ 600.00
<b>Sub-Total – Trophies/Awards/Prizes</b>			<b>\$ 16,150.00</b>
<b><u>ENTERTAINMENT:</u></b>			
Dance Site Rental			\$ -
Day 1 - Opening Ceremonies	1	\$ 2,000.00	\$ 2,000.00
Day 2 - Parade of Colors	1	\$ 4,000.00	\$ 4,000.00
Day 3 - Award Ceremonies	1	\$ 4,000.00	\$ 4,000.00
Teen Dance	1	\$ 1,500.00	\$ 1,500.00
Insurance	1	\$ 2,000.00	\$ 2,000.00
Security	3	\$ 1,500.00	\$ 4,500.00
Set-Ups	3	\$ 500.00	\$ 1,500.00
Music		\$ -	\$ -
Day 1 - Opening Ceremonies	1	\$ 2,500.00	\$ 2,500.00
Day 2 - Parade of Colors	1	\$ 3,500.00	\$ 3,500.00
Day 3 - Award Ceremonies	1	\$ 3,500.00	\$ 3,500.00
Teen Dance	1	\$ 1,000.00	\$ 1,000.00
Ladies Activities - Entertainer	5	\$ 1,000.00	\$ 5,000.00
Prizes			\$ -
Awards			\$ -
Children's Activities -Entertainer	3	\$ 600.00	\$ 1,800.00
Prizes			\$ -
<b>Sub-Total – Entertainment</b>			<b>\$ 36,800.00</b>


**Phoenix, AZ  
National 2001**
**EXPENSES (Continued)**

P.A.G.A. of Phoenix

**FOOD:**

Delegates Luncheon - Men	50	\$ 15.50	\$ 775.00
Women	0	\$ 10.50	\$ -
Seniors	0	\$ 10.50	\$ -
Ladies Activities Functions			\$ -
Children Activities Functions			\$ -
<b>Sub-Total - Foods</b>			<b>\$ 775.00</b>

**BEVERAGES/ICE:**

Beer	4	\$ 2,500.00	\$ 10,000.00
Soft Drinks	4	\$ 500.00	\$ 2,000.00
Ice	4	\$ 500.00	\$ 2,000.00
<b>Sub-Total - Beverages/Ice</b>			<b>\$ 14,000.00</b>

**TRANSPORTATION:**

Ladies Activities Functions	3	\$ 250.00	\$ 750.00
Children Activities Functions	3	\$ 100.00	\$ 300.00
Golf Courses	3	\$ 250.00	\$ 750.00
Other Functions	0	\$ 2,500.00	\$ -
<b>Sub-Total - Transportation</b>			<b>\$ 1,800.00</b>

**COMMUNICATIONS/RELATIONS:**

Advertisement	5	\$ 300.00	\$ 1,500.00
Brochures-Printing	600	\$ 4.50	\$ 2,700.00
<b>Sub-Total - Communication/Relation</b>			<b>\$ 4,200.00</b>

**MISCELLANEOUS EXPENSES:**

Entry Packages	600	\$ 1.50	\$ 900.00
Beer Corkage Fee	3	\$ 750.00	\$ 2,250.00
Postage	250	\$ 2.50	\$ 625.00
Printing/Photo Copies	2	\$ 150.00	\$ 300.00
Stationery	2	\$ 350.00	\$ 700.00
Shirts	0	\$ 15.00	\$ -
Caps	0	\$ 7.50	\$ -
Cups			\$ -
Communications & Equipment			\$ -
<b>Sub-Total Miscellaneous Expenses</b>			<b>\$ 4,775.00</b>

**TOTAL EXPENSES:****\$ 136,750.00****PROJECTED PROFIT:****\$ 50.00**

99NATBUDG.txt

**Kansas City, MO  
National 1999**

MARCH 1, 1999

**KANSAS CITY PAGA  
PROPOSED BUDGET  
NATIONAL CONVENTION & GOLF TOURNAMENT**

INCOME:		
ENTRY FEES:		
MENS	600 @ \$150	\$90,000.
LADIES	50 @ \$ 70	\$ 3,500.
SENIORS	200 @ \$ 15	\$ 3,000.
JUNIORS	50 @ -0-	\$ -0-
		<u>\$98,200.</u>
DONATIONS:		\$10,000.
OTHER REVENUES:		
BROCHURES		\$10,000.
RAFFLE		\$ 2,000.
TOTAL INCOME:		\$120,200.
EXPENSES:		
GREEN FEES & CART		
MENS	600 @ \$70	\$42,000.
LADIES	50 @ \$70	\$ 3,500.
SENIORS	200 @ -0-	\$ -0-
JUNIORS	50 @ \$30	\$ 1,500.
		<u>\$47,000.</u>
TOTAL		
TROPHIES/AWARDS/PRIZES:		
RINGS	10 @ \$400.	\$ 4,000.
TROPHIES		
MENS	100 @ \$100.	\$10,000.
WOMEN	20 @ \$100.	\$ 2,000.
SENIORS	15 @ \$100.	\$ 1,500.
TEAMS TROPHIES	2 @ \$205.	\$ 410.
INDIVIDUAL TEAM MEMBERS TROPHIES	11 @ \$ 90.	\$ 990.
JUNIORS:		
BOYS	20 @ \$ 50.	\$ 1,000.
GIRLS	20 @ \$ 50.	\$ 1,000.
CAPS	10 @ \$ 10.	\$ 100.
SHIRTS	20 @ \$ 20.	\$ 400.
		<u>\$21,400.</u>
TOTAL		
ENTERTAINMENT		
RENTAL - SITES		

## 99NATBUDG.txt

MONDAY		\$ 1,500
TUESDAY		\$ 1,000.
WEDNESDAY		\$ 500.
THURSDAY		\$ 3,000.
FRIDAY		\$ 3,000.
TEEN DANCE		\$ 1,000.
MUSIC:		
MONDAY		\$ 300.
TUESDAY		\$ 300.
WEDNESDAY		\$ 1,000.
THURSDAY		\$ 1,000.
FRIDAY		\$ 1,000.
TEEN DANCE		\$ 300.
INSURANCE:		
PUBLIC LIABILITY		\$ 1,000.
HOLE IN ONE INSURANCE		\$ 1,600.
SECURITY		\$ 1,000.
SET-UP		\$ 2,000.
LADIES ACTIVITIES/ENTERTAINERS		\$ 500.
CHILDREN ACTIVITIES:		\$ 2,000.
	TOTAL	<u>\$22,000.</u>
FOOD & BEVERAGES		
DELEGATES LUNCHEON		
MENS		\$ 1,500.
WOMEN		\$ 750.
LADIES ACTIVITIES FUNCTIONS		\$ 1,500.
MISCELLANEOUS EXPENSES:		
BEER & ICE		\$ 5,000.
TRANSPORTATION		\$ 7,000.
ADVERTISEMENT		\$ 1,000.
BROCHURE PRINTING/DESIGN/LAYOUT		\$ 4,000.
REGISTRATION PACKAGE		\$ 1,500.
BEER CORKAGE FEE		\$ 2,000.
POSTAGE		\$ 1,000.
DECORATION		\$ 1,000.
COMMUNICATIONS - PHONES		\$ 1,000.
COMPUTER RENTAL		\$ 2,000.
	TOTAL MISC.	<u>\$25,500.</u>
TOTAL EXPENSES		\$119,650.
TOTAL REVENUE OVER EXPENSES		\$ 550.



**Kansas City, MO  
National 1999**

**Entertainment**

Folklorico Dancers	\$ 500
Mariachis (3 nights @ \$1,000)	\$ 3,000

**Sub-total \$ 3,500**

**Event Food/Beverage Expenses**

Delegate's Lunch (100 @ \$15)	\$ 1,500
Women's Lunch (60 @ \$15)	\$ 900
Beverages (Beer/soft drinks/water, ice) all events	\$10,000
Corkage Fees - Convention Center & Hq. Hotel	\$ 5,000

**Sub-total \$17,400**

**Music**

Welcome Party	\$ 1,500
Tee-Off Party	\$ 1,500
Parade of Colors	\$ 1,500
Awards/Farewell Dance	\$ 2,500

**Sub-total \$ 7,000**

**Printing**

Commemorative Brochure Printing (1200)	\$ 7,500
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**Sub-total \$ 7,500**

**Transportation**

Six Flags, Hurricane Harbor, Tours	\$ 4,000
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**Sub-total \$ 4,000**

**Ladies Activities**

Shopping Trip (Antique Sampler-tea room/Lincoln Square)	\$ 500
Outer being (Appropriate Dress Ideas)	\$ 500
Face Reading Speaker	\$ 500
Dixie Fashion Outlet ( Sterling Silver/hats/skirts)	\$ 500
Games	\$ 1,500

**Sub-total \$ 3,500**

**Children Activities**

Teen Dance	\$ 1,000
Hurricane Harbor	\$ 500
Six Flags	\$ 500
Pool/Pizza party/movies	\$ 1,000

**Sub-total \$ 3,000**

## V. Appendix II – Budgets for Winter Meeting and Senior Tournament

V. Appendix II – Budgets for Winter and Senior Tournament

Year	Event	Chapter	Budget
1999	Winter	Odessa, TX	
1999	Seniors	Amarillo, TX	
2000	Winter	Harlingen, TX	X
2000	Seniors	Wichita, KS	X
2001	Winter	Round Rock, TX	X
2001	Seniors	Seguin, TX	X
2002	Winter	San Angelo, TX	X
2002	Seniors	Waco, TX	X
2003	Winter	San Marcos, TX	X
2003	Seniors	Harlingen, TX	X
2004	Winter	Santa Ana, CA	X
2004	Seniors	Lubbock, TX	X
2005	Winter	Victoria, TX	X
2005	Seniors	Mercedes, TX	X
2006	Winter	Abilene, TX	
2006	Seniors		
2007	Winter	Alice, TX	
2007	Seniors		
2008	Winter	Kingsville, TX	
2008	Seniors		
2009	Winter	Lockhart, TX	
2009	Seniors		
2010	Winter	New Braunfels, TX	
2010	Seniors		
2011	Winter	Odessa, TX	
2011	Seniors		
2012	Winter	Round Rock, TX	
2012	Seniors		
2013	Winter	San Angelo, TX	
2013	Seniors		
2014	Winter	San Marcos, TX	
2014	Seniors		

7/24/2005

175

**SENIORS****2005****Mercedes  
Seniors 2005**

NATIONAL PAN AMERICAN GOLF ASSOCIATION SENIORS MEETING AND GOLF TOURNAMENT IN  
MERCEDES, TEXAS

PROPOSED BUDGET

INCOME

SENIOR ENTRIES	350 @ \$85.00	\$29750.00	
SUPER SENIORS ENTRIES (65-OVER)	100 @ \$ 5.00	\$ 500.00	
LADIES ENTRIES	30 @ \$45.00	\$ 1350.00	
RAFFLE		\$ 1500.00	
SHIRTS & CAPS SALES		\$ 3000.00	
	<b>TOTAL</b>		<b>\$36100.00</b>

EXPENSES

GREEN FEES		\$11400.00	
BROCHURE PRINTING		\$ 2000.00	
RAFFLE PRIZES		\$ 1000.00	
SHIRTS AND CAPS		\$ 3000.00	
HALL RENTALS		\$ 2000.00	
ENTERTAINMENT		\$ 2500.00	
TRANSPORTATION AND ACTIVITIES		\$ 800.00	
TROPHIES		\$ 1500.00	
DELEGATE BREAKFAST		\$ 500.00	
AWARDS DINNER		\$ 4400.00	
LADIES LUNCHEON		\$ 200.00	
HOSPITALITY SOCIAL HOUR		\$ 800.00	
SECURITY		\$ 500.00	
HOSPITALITY - COMMITTEE MEETINGS		\$ 1500.00	
SPEAKER		\$ 500.00	
TOTE BAGS & REGISTRATION PACKAGES		\$ 2200.00	
DECORATIONS		\$ 500.00	
MISCELLANEOUS		\$ 500.00	
LADIES DOOR PRIZES		\$ 200.00	
	<b>TOTAL</b>		<b>\$ 36000.00</b>

INCOME	\$36100.00
EXPENSES	\$36000.00
<b>NET PROFIT</b>	<b>\$ 100.00</b>

**Victoria  
Winter 2005**

**VICTORIA  
PAN-AMERICAN GOLF ASSOCIATION**

Victoria National P. A. G. A. 2005 Winter Meeting & Golf Tournament  
March 3, 4 & 5, 2005

**PROPOSED EXPENSE BUDGET**

<u>EXPENSE</u>	<u>COST</u>	<u>CUMULATIVE COST</u>
1) Winter Meeting Brochure	\$ 1,500.00	\$ 1,500.00
2) Hospitality Room, S.A.,Tx	\$ 500.00	\$ 2,000.00
3) Delegates Luncheon	\$ 900.00	\$ 2,900.00
4) Food & Refreshments for Partipants & Families	\$ 5,000.00	\$ 7,900.00
5) Band, Mariachis, and Entertainment Fees	\$ 3,000.00	\$ 10,900.00
6) Golf Course Green Fees & Cart Fees 400 @ 50.00	\$ 20,000.00	\$ 30,900.00
7) Welcome Party Expenses	\$ 1,000.00	\$ 31,900.00
8) Community Center Rental	\$ 1,500.00	\$ 33,400.00
9) Decorations	\$ 500.00	\$ 33,900.00
10) Security for Dance	\$ 400.00	\$ 34,300.00
11) Correspondence/Postage	\$ 500.00	\$ 34,800.00
12) Caps, Shirts, Souvenirs	\$ 1,500.00	\$ 36,300.00
<b><u>TOTAL EXPENSES: \$ 36,300.00</u></b>		

**PROPOSED REVENUE**

Entry Fees, 400 Golfers @ 80.00	\$ 32,000.00
Ad Sales	\$ 3,000.00
Caps, Shirts, Souvenirs	\$ 2,000.00
Raffles	\$ 500.00
<b><u>TOTAL REVENUE: \$ 37,500.00</u></b>	

REVENUE: \$37,500.00  
EXPENSES: \$36,300.00  
TOTAL NET PROFIT/LOSS: \$ 1,200.00

**Lubbock  
Seniors 2004**

**National Pan American Golf Ass  
Seniors Meeting & Tournament  
Lubbock, Texas  
May 28-30, 2004**

**Income:**

Senior Entries	300 @ \$85.00	\$25,500.00
Super Seniors (65 & Over)	80 @ \$ 5.00	\$ 400.00
Ladies	10 @ \$30.00	\$ 300.00
Ad Sales		\$ 2,500.00
Raffles		\$ 1,400.00
Shirts & Caps		\$ 2,500.00
Sponsor - Friday Round		\$ 2,500.00
	<b>Total Income:</b>	<b>\$35,100.00</b>

**Expenses:**

Friday Golf & Food	\$ 2,700.00
Green Fees	\$11,250.00
Brochures Printing	\$ 2,450.00
Raffle Items	\$ 1,200.00
Shirts & Caps	\$ 2,500.00
Hall Rentals (Sat. & Sun)	\$ 1,125.00
Saturday Food/Refreshment	\$ 1,000.00
Sunday Food/Refreshment	\$ 2,600.00
Entertainment	\$ 2,000.00
Decorations	\$ 300.00
Security - Sunday	\$ 300.00
Trophies	\$ 2,500.00
Misc. Expenses - Supplies	\$ 500.00
Postage	\$ 250.00
Ads	\$ 400.00
Hospitality National Meetings	\$ 450.00
Tote Bags (each Senior Player)	\$ 1,200.00
Delegate Luncheon	\$ 650.00
Ladies Luncheon	\$ 500.00
Ladies Door Prizes	\$ 500.00
Refunds (3 @ \$85.00)	\$ 255.00
	<b>Total Expenses</b>
	<b>\$ 34,630.00</b>
	<b>Net Profit</b>
	<b>\$ 470.00</b>



**PAN-AMERICAN  
GOLF ASSOCIATION**

P. O. Box 4215  
Santa Ana, California 92702

**Santa Ana  
Winter 2004**



**Santa Ana Chapter of the Pan American Golf Association  
2004 Winter Meeting Budget**

Expense Items				Cost
Green & Cart Fees	340	@	\$85.00	\$28,900.00
Tee Prizes				\$500.00
Prize Money				\$6,500.00
Shirts/Caps/Souvenirs				\$1,500.00
Raffle Prizes				\$1,100.00
Advertising/Promotion				\$100.00
Decorations				\$500.00
Correspondence				\$1,000.00
Information/Registration Packets/Brochures				\$1,000.00
Thursday Hospitality Party/Beverages				\$500.00
Friday Meetings Expenses				\$400.00
Friday Night Welcome Party/Beverages/Appetizers				\$1,500.00
Delegate/Committee Meetings/Lunch				\$2,000.00
Saturday Awards Ceremony/Beverages/Appetizers				\$1,500.00
Saturday Entertainment				\$3,500.00
			<b>Total</b>	<b>\$50,500.00</b>
<b>Income</b>				
Entry Fees	340	@	\$130.00	\$44,200.00
Ad Sales				\$2,000.00
Raffle Sales				\$1,500.00
Shirts/Caps/Souvenirs				\$2,000.00
Tee Sponsors				\$1,800.00
			<b>Total</b>	<b>\$51,500.00</b>
			<b>Projected Profit</b>	<b>\$1,000.00</b>

7/26/2003

Harlingen  
Seniors 2003

National Pan-American Golf Association  
Seniors Meeting & Tournament  
Harlingen, Texas  
May 23-25, 2003

**BUDGET PROPOSAL**

**INCOME**

300 Seniors @ \$80	\$ 24,000.00
150 Open Tournament @ \$50	\$ 7,500.00
20 Ladies @ \$10	\$ 200.00
Caps & Shirts	\$ 1,200.00
Brochure Sales	\$ 1,500.00

**EXPENSES**

Green Fees & Carts	\$ 14,100.00	
Caps & Shirts	\$ 1,800.00	
Trophies & Rings	\$ 4,000.00	
Food & Refreshments	\$ 4,000.00	
Delegate's Luncheon	\$ 800.00	
Dance Hall	\$ 1,200.00	
Music (Sat. & Sun.)	\$ 3,000.00	
Decorations	\$ 400.00	
Packets	\$ 250.00	
Brochure Ads	\$ 1,300.00	
Ladies Activities	\$ 800.00	
Misc. Expense	\$ 300.00	
	<hr/>	
TOTAL EXPENSES	\$ 31,950.00	\$ 34,400.00
NET PROFIT		\$ 2,450.00



**San Marcos  
Winter 2003**

National Pan American Golf Association  
Winter Meeting and Tournament, March 20<sup>th</sup> thru 22<sup>nd</sup>, 2003  
San Marcos, TX

## Budget

### Revenue

Greens Fees 400 golfers x 75.00	30000.00
Ad Sales	3000.00
Raffles	1500.00
Shirts/Caps/Souvenirs	1500.00
<b>Total Revenue</b>	<b>36000.00</b>

### Expenses

Delegate Luncheon and Meeting	750.00
Friday Night Welcome Party	750.00
Aquarena Center	2500.00
Entertainment	3000.00
Tournament Prize Money / Trophies	4250.00
Greens Fees	4000.00
Advertising	500.00
Shirts/Caps/Souvenirs	1200.00
Goodie Bags	400.00
Advertising Directory	2000.00
Decorations Committee	500.00
Registration Packages	400.00
Beverage Committee	1500.00
Awards Dinner	5100.00
Security	550.00
Correspondence	450.00
Committee Meetings	450.00
Misc.	500.00
<b>Total Expenses</b>	<b>38800.00</b>
<b>Total Net Profit/Loss</b>	<b>(-2800.00)</b>



**Waco  
Seniors 2002**

2002  
National Pan-American Golf Association  
Seniors Meeting and Tournament  
Waco, Texas  
May 24-26, 2002

**BUDGET PROPOSAL**

ITEM NO.	EVENT/EXPENSE DESCRIPTION	COST
1.	Green/Cart Fee (Srs. 30 X 400) (Ladies 30 X 40)	\$13,200.00
2.	Correspondence: Envelopes, Postage, Telephone, etc.	\$220.00
3.	Individual Packets, Name Tags, etc.	\$220.00
4.	Food, Sodas, Other (Sat. \$2,300.00) (Sun. \$2,700.00)	\$5,000.00
5.	Dance / Social - Pavilion (Sat.) - Hall (Sun.)	\$1,000.00
6.	Dance Bands - Sat. & Sun. (2 Days)	\$2,000.00
7.	Decorations, Tables, Signage, etc.	\$225.00
8.	Tournament Trophies / Rings for Flight Winners	\$3,500.00
9.	Hospitality Rooms, Corkage, etc.	\$400.00
10.	Delegates Luncheon / Coffee / Danish	\$750.00
11.	Ladies Entertainment / Activities	\$975.00
12.	Senior's Meeting Brochure	\$1,500.00
13.	Caps / Shirts	\$500.00
14.	Beer - Sunday	\$600.00
15.	Transportation	\$300.00
16.	Raffle Tickets - Printing & Prizes	\$1,700.00
17.	Uniformed Security	\$300.00
18.	Hole-In-One Insurance (Four Holes at Each Course)	\$800.00
	Gross Proposed Expenses	\$33,190.00

**PROPOSED PROFIT OR LOSS STATEMENT**

ITEM NO.	EVENT DESCRIPTION	INCOME
1.	Number of Entries Anticipated: Seniors - 400 @ \$80.00 Ladies - 40 @ \$30.00	\$32,000.00
2.	Brochure Sales Profit	\$400.00
3.	Raffle	\$500.00
4.	Caps / Shirts	\$400.00
	Gross Income Projected	\$33,300.00
	Anticipated Profit	\$110.00



San Angelo  
Winter 2002



National Pan-American Golf Association  
Winter Meeting and Tournament  
San Angelo, Texas  
March 22-23, 2002

**PRELIMINARY BUDGET PROPOSAL**

Item	Date	Event Description	Cost
1.	3/22/2002	Delegate Lunch	700.00
2.	3/22/2002	Friday Party	1,000.00
3.	3/23/2002	Greenfees 400 x \$36.00	14,400.00
4.	3/23/2002	Ladies San Angelo Tour	650.00
5.	3/23/2002	Convention Center	1,200.00
6.	3/23/2002	Band	1,200.00
7.	3/23/2002	Decorations	300.00
8.	3/23/2002	Tournament Prizes	3,150.00
9.		Correspondence	250.00
10.		Package(Name Tags etc.)	100.00
11.		Sodas/Beer	500.00
12.		Transportation	400.00
13.		Security	160.00
14.	3/23/2002	Dinner Saturday Night	3,500.00
15.		Goody Bags	400.00
<b>Gross Preliminary Proposed Expenses</b>			<b>27,910.00</b>

**PRELIMINARY PROFIT/LOSS STATEMENT**

Item	Date	Event Description	Cost
1.	3/22-23	Number of Proposed Entries	
		Regular 400 X \$70.00	28,000.00
<b>GROSS PROJECTED INCOME</b>			<b>\$28,000.00</b>
<b>PROJECTED PRELIMINARY PROFIT/LOSS</b>			<b>\$ 90.00</b>

*(Does not include Raffle and Shirts/Caps)*

**Seguin  
Seniors 2001**

**The Third Annual  
National Pan-American Golf Association  
Seniors Meeting and Tournament  
Seguin, Texas  
May 25-27, 2001**

**BUDGET PROPOSAL**

ITEM NUMBER	EVENT DESCRIPTION	COST
1.	Green / Cart Fee (SRS 25 X 350) (Ladies 25 X 36)	\$9,650.00
2.	Correspondence: Envelopes, Postage Telephone, etc.	\$200.00
3.	Individual Packets, Name Tags, etc.	\$200.00
4.	Food, Sodas, Other (Sat. \$2,000.00) (Sun. \$2,400.00)	\$4,400.00
5.	Dance / Social - Open Pavilion (Sat.); Coliseum (Sun.)	\$1,000.00
6.	Dance Bands - Sat. & Sun. (2 Days)	\$2,000.00
7.	Decorations, Tables, Signage, etc.	\$125.00
8.	Tournament Trophies/Rings for Flt. Winners	\$3,000.00
9.	Hospitality Rooms, Corkage, etc.	\$400.00
10.	Delegates Luncheon/ Coffee / Donuts	\$750.00
11.	Ladies Entertainment / Activities	\$750.00
12.	Senior's Meeting Brochure	\$1,500.00
13.	Caps / Visors	\$500.00
14.	Beer - Sunday Night	\$500.00
15.	Transportation	\$150.00
16.	Raffle Tickets - Printing & Prizes	\$1,500.00
17.	Uniformed Security	\$240.00
18.	Hole-In-One Insurance	\$300.00
	Gross Proposed Expenses	\$27, 165.00

**The Third Annual  
National Pan-American Golf Association  
Seniors Meeting and Tournament  
Seguin, Texas  
May 25-27, 2001**

**PROPOSED PROFIT OR LOSS STATEMENT**

<b>Item Number</b>	<b>Event Description</b>	<b>Income</b>
1.	Number of Entries Anticipated	
	Seniors 350 @ \$75.00	\$26,250.00
	Ladies 36 @ \$25.00	900.00
2.	Brochure Sales Profit	300.00
3.	Raffle	450.00
4.	Caps & Visors	360.00
	Gross Income Projected	\$28,260.00
	Anticipated Profit	\$1,095.00

**Round Rock  
Winter 2001**

**National Pan-American Golf Association  
Winter Meeting and Tournament  
Round Rock, Texas  
March 23-25, 2001**

**BUDGET PROPOSAL**

<b>Item</b>	<b>Event Description</b>	<b>Cost</b>
1.	Green/cart Fee-(Men \$45x432) (Ladies \$25x50)	\$20,690.00
2.	Correspondence: Envelopes, Postage, Telephone, etc.	200.00
3.	Individual Packets, Name Tags, etc.	200.00
4.	Food, Sodas, Other - Fri. \$250.00, Sat. \$250.00	500.00
5.	Dinner/Dance - Parish Hall (Sat) (\$5 @ 600)	4,000.00
6.	Dance Band - Sat	1,200.00
7.	Decorations, Tables, Signage, etc.	200.00
8.	Hospitality Rooms, Corkage, etc.	300.00
9.	Delegates Luncheon/Coffee/Donuts	500.00
10.	Ladies Entertainment/Activities	500.00
11.	Winter Meeting Brochure	1,000.00
12.	Caps/Visors/Shirts	500.00
13.	Beer - (two nights)	500.00
14.	Raffle Tickets - Printing and Prizes	250.00
15.	Uniformed Security	200.00
16.	Hole-in-One Insurance	300.00
	Gross Proposed Expenses	\$31,040.00

**PROPOSED PROFIT OR LOSS STATEMENT**

<b>Item</b>	<b>Event Description</b>	<b>Income</b>
1.	Number of Entries Anticipated Regulars 432 @ \$70.00 Women 50 @ \$25.00	\$30,240.00 1,250.00
2.	Brochure Sales and Profit	400.00
3.	Raffle	400.00
4.	Caps and Shirts	300.00
	Gross Income Projected	\$32,590.00
	Anticipated Profit	\$1,550.00

**Wichita, KS  
Seniors 2000**

**PAGA - Year 2000 - National Seniors Convention & Golf Tournament**

**Wichita,KS**

**PROPOSED BUDGET**

Based on 200 golfers, 4 flights plus Super Senior flight

1)	Green Fees and Carts (200 golfers @ \$28 ea.)	\$5600
2)	Correspondence (envelopes, postage, phone calls, etc.)	\$200
3)	Individual packets, name tags, etc.	\$100
4)	Brochure	\$600
5)	Beverages, food, misc.	\$1,500
6)	Sit down dinner (200 @ \$25 ea.)	\$5,000
7)	Dance hall, music, entertainment	\$1500
8)	Rings (5@\$380), Trophies and CTP prizes (600)	\$2500
9)	Ladies entertainment / activities	\$200
10)	Hospitality Rooms	\$0
11)	Caps & shirts, and souvenirs	\$1875
<b>Gross Proposed Expenses</b>		<b>\$19,075</b>
1)	200 Anticipated Entries @ \$65 each	\$13000
2)	Souvenir sales	\$2625
3)	Local Sponsors	\$5000
4)	Chapter Ads	\$500
<b>Gross Projected Income</b>		<b>\$21,125</b>
<b>Projected Profit (200 golfers)</b>		<b>\$2,050</b>

Based on 300 golfers, 6 flights plus Super Senior flight

1)	Green Fees and Carts (300 golfers @ \$28 ea.)	\$8400
2)	Correspondence (envelopes, postage, phone calls, etc.)	\$200
3)	Individual packets, name tags, etc.	\$150
4)	Brochure	\$600
5)	Beverages, food, misc.	\$2200
6)	Sit down dinner (300 @ \$25 ea.)	\$7500
7)	Dance hall, music, entertainment	\$1500
8)	Rings (7@\$380), Trophies and CTP prizes (\$800)	\$3460
9)	Ladies entertainment / activities	\$200
10)	Hospitality Rooms	\$0
11)	Caps & shirts, and souvenirs	\$1875
<b>Gross Proposed Expenses</b>		<b>\$25,485</b>
1)	300 Entries @ \$65 each	\$19500
2)	Souvenir sales	\$2625
3)	Local Sponsors	\$5000
4)	Chapter Ads	\$500
<b>Gross Projected Income</b>		<b>\$27,625</b>
<b>Projected Profit (300 golfers)</b>		<b>\$2,140</b>

**Harlingen  
Winter 2000**

**NATIONAL PAGA WINTER CONFERENCE  
MARCH 24-25-26 2000  
HARLINGEN, TEXAS**

**PROPOSED BUDGET**

Item Number	Event Description	Cost
1.	Correspondence: Envelopes, Postage & Telephone calls etc.	\$150.00
2.	Individual Packets, Name Tags etc.	\$150.00
3.	Winter Meeting Brochure	\$1000.00
4.	Food, Sodas, Ice & Other Supplies.	\$2000.00
5.	Delegate's Luncheon, Coffee & Donuts	\$600.00
6.	Dance Hall (One Day)	\$1000.00
7.	Dance Bands etc.	\$2000.00
8.	Door / Tournament Prizes & Trophies	\$1600.00
9.	Green Fees (25 x 350)	\$8750.00
10.	Ladies Entertainment / Activities	\$500.00
11.	Hospitality Rooms	\$300.00
12.	Dance Hall Decorations & Table Signs	\$75.00
	<b>Gross Proposed Expenses</b>	<b>\$18125.00</b>

**NATIONAL PAGA WINTER CONFERENCE  
MARCH 24-25-26 2000  
HARLINGEN, TEXAS**

**PROPOSED PROFIT OR LOSS STATEMENT**

<b>Item Number</b>	<b>Event Description</b>	<b>Income</b>
<b>1.</b>	<b>Number of Entries Anticipated 350 @ \$65.00 Each</b>	<b>\$22750.00</b>
<b>2.</b>	<b>Brochure Sales Profit</b>	<b>\$100.00</b>
<b>3.</b>	<b>Caps/Visors/Shirt Sales</b>	<b>\$200.00</b>
	<b>Gross Income Projected</b>	<b>\$23050.00</b>



## VI. Appendix III – Final Financial Report for Nationals

### VI. Appendix III – Final Financial Reports for Nationals

<b>Year</b>	<b>Event</b>	<b>Chapter</b>	<b>Financial</b>
1997	National	Corpus Christi, TX	X
1998	National	Brownsville, TX	X
1999	National	Kansas City, MO	X
2000	National	Houston, TX	X
2001	National	Phoenix, AZ	X
2002	National	Pomona, CA	X
2003	National	Austin, TX	X
2004	National	San Antonio, TX	X
2005	National	Irving, TX	
2006	National	Oklahoma City, OK	
2007	National	Fort Worth, TX	
2008	National	El Paso, TX	
2009	National	Dallas, TX	
2010	National	Corpus Christi, TX	
2011	National	Brownsville, TX	
2012	National	Kansas City, MO	
2013	National	Houston, TX	
2014	National	Phoenix, AZ	

7/24/2005

177

**San Antonio  
National 2004**

**SAN ANTONIO  
PAN AMERICAN GOLF ASSOCIATION  
2004 NATIONAL CONVENTION & TOURNAMENT REPORT  
AUGUST 22, 2004**

<u>INCOME</u>	<u>BUDGET</u>	<u>ACTUAL</u>
<b>Entry fees:</b>		
<b>Men</b>	1000 @ \$190.00= \$190,000.00 /	1010 @\$190.00= \$ 191,900.00
<b>Women</b>	40 @ \$ 90.00= \$ 3,600.00 /	30 @\$ 90.00= \$ 2,700.00
<b>Socials</b>	30 @ \$ 70.00= \$ 2,100.00 /	38 @\$ 70.00= \$ 2,660.00
	<u>\$195,700.00</u>	<u>\$ 197,260.00</u>

<b>SPONSORS: (Donations)</b>		
(Halo Distributing Co.) (470 cases)		\$ 7,007.00
(San Antonio Pepsi)(40 cases water & 20 cases sodas)		<u>\$ 360.00</u>
		\$ 7,367.00

<b>Other Revenue:</b>		
<b>Raffle</b>		\$ 2,700.00
<b>Brochure</b>		\$ 4,020.00
<b>Caps &amp; shirts</b>		\$ 9,995.00
<b>Skins</b>		\$ 3,620.00
<b>Hospitality (Co-sponsor Victoria &amp; Mercedes chapters)</b>		<u>\$ 800.00</u>
		\$ 21, 135.00

(10 Refunds )	\$ -1,005.00
<b>TOTAL INCOME</b>	<b>\$ 217,390.00</b>

<u>EXPENSES</u>	<u>BUDGET</u>	<u>ACTUAL</u>
<b>Green Fees:</b>		
<b>Men</b>	2000 @ \$ 45.00= \$90,000.00 /	2020 @ \$33.00= \$ 66,660.00
<b>Women</b>	80 @ \$ 40.00= \$ 3,200.00 /	60 @ \$23.00= \$ 1,380.00
	<u>\$93,200.00</u>	<u>\$ 68,040.00</u>

<b>Trophies:</b>		
<b>Men,women &amp; Junior 135 @ \$95.00= \$ 12, 825.00 /</b>	<b>185 @ \$ 70.00=</b>	<b>\$ 12,950.00</b>
<b>Rings (9men / 4women)13 @ \$340.00 = \$ 4,420.00 /</b>	<b>13 @ \$405.00=</b>	<b>\$ 5,265.00</b>
	<u>\$ 17,245.00 /</u>	<u>\$ 18,215.00</u>

<b>Entertainment:</b>		
<b>La Villita &amp; Conv. Ctr.( rental)</b>	<b>\$13,500.00</b>	<b>(4 nights) \$ 5,100.00</b>
<b>Music (4 nights)</b>	<u><b>\$11,000.00</b></u>	<b>( 4 nights) \$ 4,350.00</b>
	<b>\$ 24,000.00</b>	<b>\$ 9,450.00</b>

<b>Insurance:</b>		
Liability -\$4,000.000.00 (4 nights) (Convention Center & La Villita)	\$ 4,000.00	\$ 975.00
<b>Activities:</b>		
Ladies (river barge, bingos)	\$ 3,500.00	\$ 3,200.00
Juniors (teen dance)	\$ 1,000.00	\$ 490.00
Transportation	<u>\$ 6,000.00</u>	<u>\$ 6,650.00</u>
	\$10,500.00	\$ 10,340.00
<b>Food/Beverage:</b>		
Delegates luncheon (men/ladies)	\$ 2,700.00	\$ 3,104.00
Junior golfers (girls & boys) (2 days)	\$ 000.00	\$ 961.00
Ladies golfers (2 days)	\$ 000.00	\$ 551.00
La Villita (food & ice)	\$ 000.00	\$ 626.00
Hospitality Westin & Radisson hotels	\$ 000.00	\$ 7,089.00
Westin & Radisson Hotels	\$ 000.00	\$ 1,482.00
Sodas (100 cases)	<u>\$ 000.00</u>	<u>\$ 431.00</u>
	\$ 2,700.00	\$ 14,244.00
<b>Miscellaneous Expenses:</b>		
Brochure	\$ 4,000.00	\$ 4,516.00
Entry tote bags	\$13,000.00	\$ 3,684.00
ID tags	\$ 000.00	\$ 949.00
Golf bag tags	\$ 000.00	\$ 826.00
Volunteer shirts	\$ 000.00	\$ 1,690.00
Shirts	\$ 000.00	\$ 5,429.00
Caps & Visors	\$ 000.00	\$ 5,444.00
Postage	\$ 900.00	\$ 172.00
Printing & Supplies	\$ 700.00	\$ 6,063.00
Corkage Fees (sodas & beer)	\$ 16,000.00	\$ 22,209.00
Telephone expenses	\$ 600.00	\$ 420.00
Decorations	\$ 600.00	\$ 1,438.00
Computer expenses	\$ 1,000.00	\$ 725.00
Towels	\$ 000.00	\$ 3,025.00
Beer license	\$ 000.00	\$ 138.00
Room Attrition charge (Westin Hotel)	\$ 000.00	\$ 3,000.00
Misc.	<u>\$ 1,000.00</u>	<u>\$ 987.00</u>
	\$ 36,200.00	\$ 60,715.00
Income: \$217,390.00		
Expenses: <u>\$181,979.00</u>		
<u>\$+ 35,411.00</u>		
<hr/>		
One Contract Pending: Pecan Valley C.C.- \$5,500.00		

**Austin  
National 2003**

PAN AMERICAN GOLF ASSOCIATION OF AUSTIN  
NATIONAL TOURNAMENT REPORT 2003

25-Mar-04

INCOME:	BUDGET	ACTUAL
Entry Fees:		
Men	1200 \$222,000	964 \$178,340
Social	0	24 \$2,400
Other Revenue:		
Brochure	\$6,000	\$4,880
Sales	\$10,000	\$7,824
<b>TOTALS:</b>	<b>\$232,000</b>	<b>\$193,444</b>
<b>EXPENSES:</b>		
Green Fees/Carts		\$68,324
Trophies		
Men, Ladies, Juniors		\$6,494
Rings		
Men, Ladies		\$6,040
Entertainment		
Convention Center/Beer		\$23,596
Music (All Week)		\$7,275
Insurance:		
Liability		\$600
Security: (All Week)		\$4,770
Activities:		
Ladies		\$4,019
Juniors		\$1,155
Transportation		\$5,320
Food/Beverages:		
Hyatt Activities; Hospitality Corkage, Delegates Lunch & Meeting, Ladies Lunch & Meeting, Pool Party, Teen Dance, Registration, Beer/Soft Drinks/Ice/ Food		\$16,084
		\$7,644
Miscellaneous:		
Advertisements/Promotions		\$2,631
Brochure		\$4,365
Entry Packages		\$1,722

Promotion Sales	\$9,797
Volunteer Shirts	\$648
Postage	\$35
Supplies/Printing	\$1,065
Telephone Expense	\$207
Equipment Rental	\$5,396
Decorations	\$1,046
Accounts Payable	\$4,500
Loan Fee	\$275
<b>TOTAL EXPENSES</b>	<b>\$183,008</b>
<b>PROFIT</b>	<b>\$10,436</b>

**Pomona, CA  
National 2002**

**PAN AMERICAN GOLF ASSOCIATION  
POMONA CHAPTER**

*2002 National Convention and Tournament Report  
3/22/2003*

<u>INCOME</u>		<u>Budget</u>	<u>Actual</u>
Entry Fees:			
Men	500	\$185.00	\$92,500.00
Seniors	250	\$10.00	\$2,500.00
Ladies	20	\$80.00	\$1,600.00
Social Entries		\$0.00	\$0.00
Guest Tickets		\$0.00	\$0.00
		<u>\$96,600.00</u>	<u>\$101,990.00</u>
Sponsors		\$9,000.00	\$0.00
Other Revenue:			
Brochure		\$8,000.00	\$3,300.00
Raffles		\$5,000.00	\$6,032.00
Promo Sales		\$8,000.00	\$7,180.00
Skins		\$1,000.00	\$2,300.00
		<u>\$22,000.00</u>	<u>\$18,812.00</u>
<b>INCOME TOTAL:</b>		<u><u>\$127,600.00</u></u>	<u><u>\$120,802.00</u></u>
 <u>EXPENSES</u>			
Green Fees/Carts:			
Men	500	\$82.00	\$41,000.00
Ladies	20	\$80.00	\$1,600.00
Juniors	50	\$40.00	\$2,000.00
		<u>\$44,600.00</u>	<u>\$43,324.00</u>
Trophies:			
Men, Ladies, Seniors, Junior		\$12,925.00	\$11,820.18
Rings		\$3,600.00	\$3,150.00
		<u>\$16,525.00</u>	<u>\$14,970.18</u>
Entertainment			
Convention Hall		\$5,600.00	\$6,595.00
Music		\$12,000.00	\$5,600.00
		<u>\$17,600.00</u>	<u>\$12,195.00</u>

	<u>Budget</u>	<u>Actual</u>
Insurance:		
Liability - \$1,000,000	\$750.00	\$550.00
Hole-in-One	<u>\$1,000.00</u>	<u>\$0.00</u>
	\$1,750.00	\$550.00
Activities:		
Ladies	\$3,500.00	\$2,652.44
Juniors	\$3,000.00	\$2,468.76
Transportation	<u>\$3,310.00</u>	<u>\$5,800.00</u>
	\$9,810.00	\$10,921.20
Food/Beverages:		
Delegates Lunch	\$2,000.00	\$1,927.52
Ladies Meeting	\$500.00	\$275.17
Beer/Soft Drinks/Ice	<u>\$10,200.00</u>	<u>\$6,572.14</u>
	\$12,700.00	\$8,774.83
Miscellaneous:		
Advertisements/Promotion	\$1,000.00	\$4,345.20
Brochure	\$2,500.00	\$2,890.28
Entry Packages	\$7,800.00	\$8,876.07
Promo Items	\$4,150.00	\$5,154.87
Volunteer Shirts	\$0.00	\$3,168.70
Raffle Expenses	\$0.00	\$1,946.60
Postage	\$1,500.00	\$1,158.67
Supplies/Printing	\$1,500.00	\$813.61
Telephone Expense	\$0.00	\$296.15
Corkage Fees	\$3,500.00	\$635.73
Equipment Rental	\$0.00	\$800.85
Hotel Expense	\$1,200.00	\$2,344.90
Decorations	\$1,000.00	\$1,125.90
Refunds	<u>\$0.00</u>	<u>\$300.00</u>
	\$24,150.00	\$33,857.53
<b>EXPENSE TOTAL:</b>	<u>\$127,135.00</u>	<u>\$124,592.74</u>
<b>NET GAIN (LOSS):</b>	<u>\$465.00</u>	<u>(\$3,790.74)</u>

**Phoenix, AZ  
National 2001**

INCOME

Income	
Checking Acct Interest	\$ 45.27
Donations - Corporation	10,930.00
Entry Fee - Guests	1,019.00
Entry Fee - Seniors	3,610.00
Entry Fee - Women	2,620.00
Entry Fees - Men	122,130.00
Other Income-Brochures	2,475.00
— Other Income-Caps Sales	1,322.00
Other Income-Credit/Adjmt	190.00
Other Income-Ladies Event	2,236.00
Other Income-Raffles	6,690.00
— Other Income-Shirt Sales	12,582.00
Other Income-Skins	1,410.00
	<hr/>
Total Income	\$ 167,259.27
	<hr/>
TOTAL INCOME	\$ 167,259.27

EXPENSE

Expense	
Beverages-Beer	\$ 4,341.04
Beverages-Soft Drinks	1,157.75
Checking Acct Checks	49.75
Computer Rental	1,884.75
Convention Ctr-Services	15,894.61
donations - Scholarship	3,400.00
Entertainmt-Children Actv	3,769.13
Entertainmt-Music/Band	10,200.00
Entertainmt-Site Rental	780.00
Entry Fee - Refund	160.00
Food-Children Functions	1,560.00
Food-Delegates Lunch	926.20
Food-Ladies Functions	4,358.70
Gift Bag	1,513.62

[1]



**January 01, 1999 through March 04, 2002**

Grn Fees/Carts - Juniors	1,865.00
Grn Fees/Carts - Men	53,240.91
Grn Fees/Carts - Women	5,008.27
Insurance	563.00
Jr Golf-Gifts	3,016.00
Merchandise-Caps/Shirts	14,624.30
Misc-Audio Visual	165.23
Misc-Award Dinner Donatio	1,514.68
Misc-Banquet Setup	195.00
Misc-Brochures	5,421.39
Misc-Cash Box	300.00
Misc-Copies	16.00
Misc-Decorations	393.25
Misc-Hotel Security	176.00
Misc-Name Tags	1,225.03
Misc-Printing/Photo Copy	805.42
Misc-Room Compensation	1,894.56
Misc-Station'y/Logo/Bus	842.79
Refund-Tourn/Skins	3,098.00
Scholarship Tourn	800.00
Service Charge - Chk Fee	83.60
Transport'n-Golf Course	1,215.40
Transport'n-Ladies Functn	2,063.60
Transport'n-Other Functn	1,210.25
Trophies/Rings - Men	14,885.92
Various Expenses	2,341.84
	<hr/>
Total Expense	\$ 166,960.99
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TOTAL EXPENSE	\$ 166,960.99
	<hr/>
NET INCOME (LOSS)	\$ 298.28
	<hr/> <hr/>

[2]

**Houston  
National 2000**

**Houston P.A.G.A.  
2000 NATIONAL POST CONVENTION REPORT**

September 15, 2000

**INCOME:**

**ENTRY FEES:**

MEN	837	\$165.00	\$138,105.00
LADIES	29	\$70.00	\$2,030.00
SENIORS	0	0	0
JUNIORS	0	0	0
SOCIAL PACKAGES	60	\$100.00	\$6,000.00
			<u>\$146,135.00</u>

**SPONSORS:**

\$11,300.00

**OTHER REVENUES:**

BROCHURE	\$9,095.00
RAFFLES	\$8,245.00
SALES (CAPS/SHIRT/OTHER)	\$11,059.00
HOUSTON LADY GOLFER	
DONATION	\$1,077.00
SKINS	\$3,280.00

**INCOME TOTAL:**

**\$190,191.00**

**LESS TOTAL EXPENSES:**

**\$176,985.10**

**NET GAIN PENDING FINAL BILLS:**

**\$13,205.90**

**\*\*\*REVISED NOVEMBER 2000**

LESS 7 REFUNDS	\$1,155.00
PAYMENT OF CLUB LOANS	\$9,500.00
COST OF BANK LOAN	\$3,095.79
	<u>                  </u>
<b>TOTAL</b>	<b>-\$544.89</b>

EXPENSES:GREEN FEES & CARTS:

MEN	837
LADIES	29
JUNIORS	101

TOTAL	\$53,519.19
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TROPHIES/AWARDS/PRIZES:

RINGS	10
MENS TROPHIES	90
LADIES TROPHIES	12
SENIORS TROPHIES	18
4 & 7 MEN TEAM TROPHIES	11
JR. BOYS & GIRLS	26
NATIONAL TEAMS	2
JR. MEDAL AWARDS	100

\$3,941.00
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\$14,931.00
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TOTAL	\$18,872.00
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RENTALS:

MONDAY	0
TUESDAY	0
WEDNESDAY PASADENA C.C.	
THURSDAY PASADENA C.C.	
FRIDAY PASADENA C.C.	\$14,845.03

MUSIC:

MONDAY MARIACHI & ENTERTAINER	\$1,000.00
TUESDAY " " "	\$1,000.00
WEDNESDAY HOMETOWN BOYS & DJ	\$4,000.00
THURSDAY AVISO BAND & DJ	\$2,000.00
FRIDAY RUBEN RAMOS & DJ	\$6,500.00

TOTAL	14,500.00
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INSURANCE:

LIABILITY	\$690.60
HOLE-IN-ONE 6 COURSES	\$1,232.00

SECURITY	\$2,352.00
SET-UP BAR-TENDERS & EQUIPMENT	\$1,625.12

TOTAL	\$5,899.72
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**Houston  
National 2000**

ACTIVITIES:

WIVES	\$5,147.00	
CHILDREN	\$2,482.99	
TEENS	\$1,287.19	
TOTAL		\$8,917.17

FOOD & BEVERAGE:

DELEGATE LUNCHEON	\$1,533.33	
LADIES MEETING	\$0.00	
BAR-B-Q	\$8,525.00	
BEER & ICE	\$8,021.40	
SOFT DRINKS	\$0.00	
TOTAL:		\$18,079.73

MISCELLANEOUS EXPENSES:

TRANSPORTATION	\$9,955.00	
ADVERTISEMENTS	\$1,833.57	
BROCHURE PRINTING	\$5,533.79	
ENTRY PACKAGES	\$10,090.00	
CONVENTION SALES ITEMS	\$10,188.96	
POSTAGE	\$430.55	
PRINTING	\$785.00	
STATIONARY	\$1,703.39	
COMMUNICATION & EQUIPMENT	\$0.00	
CORKAGE FEES	\$0.00	
DECORATIONS	\$1,832.00	
TOTAL:		42,352.26

<u>EXPENSE TOTAL:</u>		176,985.10
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**Kansas City, MO  
National 1999**

**1999 KANSAS CITY P.A.G.A. NATIONALS**

INCOME		
ENTRY FEES:		
MENS	390 X \$150.00	\$58,500.00
LADIES	22 X \$70.00= \$1540.	
	2 X \$135.00= \$ 270.00	\$1,810.00
GUESTS		\$595.00
	TOTAL ENTRY FEES	\$80,905.00
DONATIONS:		
		\$1,200.00
		\$1,200.00
OTHERS REVENUES:		
BROCHURE ADS		\$6,750.00
RAFFLES:	BASKETS	\$1,414.00
	LAREDO'S	\$331.00
SKINS		\$1,518.00
SHIRTS/HATS		\$8,047.00
		\$18,060.00
TOURNAMENT - CERTIFICATES		\$1,236.00
		\$81,401.00
	TOTAL INCOME	\$81,401.00
EXPENSES:		
MEN'S TOURNEY:		
OUTLAW - 95 X \$71.00		\$6,745.00
POSSE - 109 X \$67.00		\$7,303.00
ADD'N'L CARTS 4 X \$26.00		\$104.00
SUNFLOWERS HILL 129 X \$66.00		\$8,514
SWOPE MEMORIAL 57 X \$74.00		\$4,218.00
	TOTAL MEN'S	\$26,884.00
LADIES:		
OUTLAW - 24 X \$71.00		\$1,704
BEVERAGE CART		\$55.00
	TOTAL LADIES	\$1,759.00
JUNIORS:		
UNDER 13 - CITY OF KANSAS CITY, MO DONATED		
13 +	33 X \$20.00	\$660.00
	TOTAL JUNIORS	\$660.00
	TOTAL GOLF FEES	\$29,303.00
SHIRTS/HATS		\$8,302.00
CONVENTION SOUVENIRS		\$2,884.00
RINGS - PROVIDED BY NATL		\$3,455.00
TROPHIES:		
MEN'S - 80 X \$82.16		\$6,573.00
MEN'S - TEAM - 2 X \$40.00		\$80.00

**1999 KANSAS CITY P.A.G.A. NATIONALS**

## INCOME

ENTRY FEES:		
MENS	390 X \$150.00	\$58,500.00
LADIES	22 X \$70.00= \$1540.	
	2 X \$135.00= \$ 270.00	\$1,810.00
GUESTS		\$585.00
	TOTAL ENTRY FEES	\$60,905.00
DONATIONS:		
		\$1,200.00
		\$1,200.00
OTHERS REVENUES:		
BROCHURE ADS		\$8,750.00
RAFFLES:	BASKETS	\$1,414.00
	LAREDO'S	\$331.00
SKINS		\$1,518.00
SHIRTS/HATS		\$8,047.00
		\$18,060.00
TOURNAMENT - CERTIFICATES		\$1,236.00
		\$81,401.00
	TOTAL INCOME	\$81,401.00

## EXPENSES:

MEN'S TOURNEY:		
OUTLAW - 95 X \$71.00		\$6,745.00
POSSE - 109 X \$67.00		\$7,303.00
ADDN'L CARTS 4 X \$26.00		\$104.00
SUNFLOWERS HILL 129 X \$66.00		\$8,514
SWOPE MEMCRIAL 57 X \$74.00		\$4,218.00
	TOTAL MEN'S	\$26,884.00
LADIES:		
OUTLAW - 24 X \$71.00		\$1,704
BEVERAGE CART		\$55.00
	TOTAL LADIES	\$1,759.00
JUNIORS:		
UNDER 13 - CITY OF KANSAS CITY, MO DONATED		
13 + 33 X \$20.00		\$660.00
	TOTAL JUNIORS	\$660.00
	TOTAL GOLF FEES	\$29,303.00
SHIRTS/HATS		\$8,302.00
CONVENTION SOUVENIRS		\$2,884.00
RINGS - PROVIDED BY NAT'L		\$3,455.00
TROPHIES:		
MEN'S - 80 X \$82.16		\$6,573.00
MEN'S - TEAM - 2 X \$40.00		\$80.00

TOTAL EXPENSES: \$87,264.87

TOTAL INCOME/LOSS (\$5,863.87)

99BUDGET

**Brownsville  
National 1998**

**BROWNSVILLE PAGA NAT'L TOURNEY ACCOUNT**

4/1/97 Through 9/10/98

Page 1

Category Description	4/1/97- 9/10/98
<b>INCOME</b>	
Income:	
1-Entry Fees:	
Guests	2,485.00
Ladies	1,510.00
Men's	109,745.00
Senior's	5,370.00
<b>TOTAL 1-Entry Fees</b>	<b>119,110.00</b>
2-Donations:	
Monetary	1,875.00
<b>TOTAL 2-Donations</b>	<b>1,875.00</b>
3-Other Revenue:	
Brochure Ads	6,925.00
Ladies Tours	2,025.00
MISC	22.00
Raffles	1,475.00
Shirts-Caps	8,191.67
<b>TOTAL 3-Other Revenue</b>	<b>18,638.67</b>
<b>TOTAL Income</b>	<b>139,623.67</b>
<b>TOTAL INCOME</b>	<b>139,623.67</b>
<b>EXPENSES</b>	
Expenses:	
1-Men's Tourney:	
Green-Cart Fees	39,373.93
Rings	3,406.49
Trophies	7,939.00
<b>TOTAL 1-Men's Tourney</b>	<b>50,719.42</b>
2-Lady's Tourney:	
Green fees-cart	1,255.70
trophies	1,048.75
<b>TOTAL 2-Lady's Tourney</b>	<b>2,304.45</b>
3-Jr's Tourney:	
meals & ent	904.94
Trophies-medals	1,011.08
<b>TOTAL 3-Jr's Tourney</b>	<b>1,916.02</b>
4-Sr's Tourney:	
Trophies	1,563.00
<b>TOTAL 4-Sr's Tourney</b>	<b>1,563.00</b>
5-Entertainment:	
#1-Pool Side	500.38
#2-Bienvenicos	432.37
#3-Tee Off:	

**BROWNSVILLE PAGA NAT'L TOURNEY ACCOUNT**

4/1/97 Through 9/10/98

Page 2

Category Description	4/1/97- 9/10/98
Music	5,000.00
Other	84.15
<b>TOTAL #3-Tee Off</b>	<b>5,084.15</b>
<b>#4-Parade:</b>	
Beverages	1,669.50
Decorations	710.75
Food & ent	6,572.00
Music	900.00
Other	1,583.30
Transport'n	300.00
<b>TOTAL #4-Parade</b>	<b>11,735.55</b>
<b>#5-Trophies:</b>	
Music	1,800.00
Other	127.82
<b>TOTAL #5-Trophies</b>	<b>1,927.82</b>
<b>TOTAL 5-Entert'nment</b>	<b>19,680.27</b>
<b>6-Ladies actvts:</b>	
Delegates lunch	1,500.00
Misc exp	1,500.00
Tours	2,000.00
6-Ladies actvts-Other	100.00
<b>TOTAL 6-Ladies actvts</b>	<b>5,100.00</b>
<b>7-Jr's Functns</b>	<b>2,032.25</b>
<b>8-Miscellaneous:</b>	
Advertising	125.00
Computer	1,080.00
Entry Package	2,934.80
Misc	3,093.27
Mtgs, Hosp Room	2,022.24
Office Supplies	637.97
Per Cap-Nat'l	1,646.00
Postage	184.62
Printing exp-Program Book	2,810.00
Shirts & Caps	8,657.85
Shuttle serv	810.00
Travel	3,141.88
<b>TOTAL 8-Miscellaneous</b>	<b>27,143.63</b>
<b>TOTAL Expenses</b>	<b>110,459.04</b>
<b>TOTAL EXPENSES</b>	<b>110,459.04</b>
<b>TOTAL INCOME - EXPENSES</b>	<b>29,164.63</b>



**Corpus Christi  
National 1997**

**Corpus Christi, TX  
1997 NATIONAL POST CONVENTION REPORT**

REGISTRATION ENTRY \$85.00 x 1065	\$ 90,525.00
GREEN FEE & CARTS FOR 1109 x \$50 (2 days for 1065 men & 44 woman)	55,450.00
SOCIAL PACKAGES \$85.00 x 20	1,700.00
SENIORS ENTRY: 459 x \$10	4,590.00
LADIES ENTRY: 44 x \$15	660.00
<b>EXPENSES:</b>	<b>\$152,925.00</b>

1. Texas State Aquarium	\$ 2,166.00
2. Bayfront Convention Center	10,509.15
3. Hospitality Rooms	1,369.47
4. Music	13,625.00
5. Food	22,000.00
6. Decorations	2,000.00
7. Beer, Ice and soft drinks for all functions	13,000.00
8. Corkage fee (Hotel, Aquarium, Conv. Ctr.)	5,000.00
9. Registration Package (souvenirs)	6,508.51
10. Souvenirs for resale (shirts, cap, hats, etc.)	14,081.87
11. Printing of Mail Outs, Information packages handed at all National Meetings, Postage	3,500.00

12. Printing Expense of Brochure (1200 books)	\$ 14,972.00
13. Transportation (buses to and from evening functions, transporting kids, teens, and ladies to their functions)	5,625.00
14. Ladies, Kids & Teen Function	9,000.00
15. Men's delegate lunch	789.00
16. Men's & Seniors Trophies	15,400.00
17. Men's National Championship Rings	3,375.00
18. Ladies Trophies	1,200.00
19. Junior Trophies	1,350.00
20. Computerized Scoring	1,500.00
21. Hole in One Fund (men and women)	2,218.00
22. Additional Golf Carts	4,890.00
23. Miscellaneous (office expenses: telephone, faxes, etc.)	571.44
24. Refunds (Tournament Entry Fees, excluding prepaid green fee & carts.)	580.00
25. GREEN FEE & CART (1109 players)	55,450.00
	<u>\$210,680.44</u>



## VII. Appendix IV – Final Financial Report for Winter and Seniors

VII. Appendix IV – Final Financial Reports for Winter and Seniors

Year	Event	Chapter	Financial
1999	Winter	Odessa, TX	X
1999	Seniors	Amarillo, TX	X
2000	Winter	Harlingen, TX	X
2000	Seniors	Wichita, KS	X
2001	Winter	Round Rock, TX	
2001	Seniors	Seguin, TX	X
2002	Winter	San Angelo, TX	
2002	Seniors	Waco, TX	X
2003	Winter	San Marcos, TX	X
2003	Seniors	Harlingen, TX	X
2004	Winter	Santa Ana, CA	X
2004	Seniors	Lubbock, TX	X
2005	Winter	Victoria, TX	X
2005	Seniors	Mercedes, TX	
2006	Winter	Abilene, TX	
2006	Seniors		
2007	Winter	Alice, TX	
2007	Seniors		
2008	Winter	Kingsville, TX	
2008	Seniors		
2009	Winter	Lockhart, TX	
2009	Seniors		
2010	Winter	New Braunfels, TX	
2010	Seniors		
2011	Winter	Odessa, TX	
2011	Seniors		
2012	Winter	Round Rock, TX	
2012	Seniors		
2013	Winter	San Angelo, TX	
2013	Seniors		
2014	Winter	San Marcos, TX	
2014	Seniors		

7/24/2005

179

**Victoria  
Winter 2005**

April 14, 2005

ATTN: All P. A. G. A. Chapters  
 FROM: Victoria P. A. G. A.  
 RE: 2005 National P. A. G. A. Winter Meeting  
 SUBJECT: Financial Report for Winter Meeting

**INCOME**

	Proposed		Actual
Entry Fees, 400		Entry Fees, 276	
Golfers @ 80.00	\$32,000.00	Golfers @ 90.00	\$ 24,840.00
Brochure Ad Sales	\$ 3,500.00		\$ 4,200.00
Raffle	\$ 1,500.00		\$ 3,000.00
Caps/Souvenirs	\$ 1,500.00		\$ 1,975.00
Total:	\$38,500.00	Total:	\$ 34,015.00

**EXPENSES**

	Proposed		Actual
Green Fees, 400		Green Fees, 276	
Golfers @ \$60.00	\$24,000.00	Golfers @ 40.00	\$11,040.00
Delegate Luncheon	\$ 750.00		\$ 1,275.00
Friday Nite Welcome Party	\$ 750.00		\$ 500.00
Community Center Rental Fee	\$ 1,500.00		\$ 1,500.00
Entertainment	\$ 3,000.00		\$ 3,000.00
Brochure Printing	\$ 2,000.00		\$ 1,500.00
Decorations	\$ 500.00		\$ 500.00
Food Expense	\$ 2,000.00		\$ 2,500.00
Beverages	\$ 2,500.00		\$ 1,800.00
Security	\$ 400.00		\$ 300.00
Postage, Mail Outs	\$ 400.00		\$ 300.00
Raffle Prizes	\$ 500.00		\$ 700.00
Caps/Souvenirs	\$ 4,000.00		\$ 3,500.00
Total:	\$42,300.00	Subtotal:	\$28,415.00
Expense: Flight Winner Prize Money: 6 Flights @ \$300.00			\$ 1,800.00
		Total:	\$30,215.00

**NET PROFIT/LOSS**

Total Income:	\$34,015.00
Total Expenses:	\$30,215.00
Net Profit:	\$ 3,800.00

**Lubbock  
Seniors 2004**

**National Pan American Golf Association  
Senior National Tournament and Convention  
Lubbock, Texas  
May 28 - 30, 2004**

**Income**

Senior Entries	\$85.00 @ 235 Players	\$19,975.00
Super Seniors	\$5.00 @ 93 Players	\$465.00
Ladies	\$35.00 @ 6 Players	\$210.00
Brochure Ads		\$2,340.00
Raffle		\$3,556.00
Shirts and Caps		\$3,188.00
Lubbock Sports Authority		\$1,500.00
Members donations		\$125.00
Fund raiser		\$960.00
	<b>Total Income</b>	<b>\$32,319.00</b>

**Expenses**

Golf fees and food - Friday	\$2,683.00	
Green Fees - Sunday	\$6,839.00	
Food for Ladies	\$730.00	
Food and Hall Rental - Sun	\$3,300.00	
Delegates Breakfast	\$460.00	
Entertainment	\$2,430.00	
Trophies	\$2,496.00	
Raffle Items	\$1,090.19	
Shirts and Caps	\$2,996.42	
Brochure expenses	\$1,320.00	
Postage	\$424.76	
Registration Supplies	\$1,107.89	
Hospitality Rooms	\$778.35	
Items for goodie bags	\$233.18	
Refunds	\$475.00	
	<b>Total Expenses</b>	<b>\$27,363.79</b>

**Total Profit            \$4,955.21**



**PAN-AMERICAN  
GOLF ASSOCIATION**

P. O. Box 4215  
Santa Ana, California 92702

**Santa Ana  
Winter 2004**



**Santa Ana Chapter of the Pan American Golf Association  
2004 Winter Meeting Financial Report**

Expense Items				Cost
Green & Cart Fees	259	@	\$70.00	\$18,130.00
Prize Money				\$6,360.00
Refunds	18	@	\$130.00	\$2,340.00
Shirts/Caps/Souvenirs				\$2,436.00
Raffle Prizes				\$425.00
Decorations/Banners				\$200.00
Mailings/Registration Packets/Brochures				\$2,047.46
Hospitality Party/Beverages/Food - 2 Days				\$1,294.15
Friday Meetings Room Rental Expenses				\$400.00
Delegate/Committee Meetings/Lunch				\$400.00
Saturday Awards Ceremony & Beverages				\$1,200.00
Saturday Entertainment				\$3,350.00
Computer Rental & Expenses				\$423.26
Misc Expenses				\$1,191.08
			<b>Total</b>	<b>\$40,196.95</b>
<b>Income</b>				
Entry Fees	277	@	\$130.00	\$36,010.00
Guest Fees	157	@	\$5.00	\$785.00
Ad Sales				\$925.00
Raffle Sales				\$1,535.00
Shirts/Caps/Souvenirs				\$1,015.00
Skins Profits				\$1,125.00
			<b>Total</b>	<b>\$41,395.00</b>
			<b>Net Income</b>	<b>\$1,198.05</b>

5/11/2004

## Harlingen Seniors 2003

National Pan American Golf Association  
Seniors Meeting and Open Tournament  
Harlingen, Texas May 23-25, 2003  
2003 Seniors Meeting & Tournament  
Financial Report  
July 01, 2003

**Income:**

Sunday Seniors Tour	346 Players X \$80.00	\$27,680.00
Saturday Open Tour	174 Players X \$50.00	8,700.00
Shirt and Caps		2,610.00
Ad Book		500.00
Super Seniors	84 Players X \$5.00	420.00
Ladies Tour	10 Players X \$30.00	300.00

**Total Income** **\$40,210.00**

**Expenses:**

Saturday Green Fees and Carts	\$ 3,765.00
Sunday Green Fees and Carts	7,400.00
Saturday and Sunday Winners Awards	6,150.00
Saturday and Sunday Meals	3,950.00
Caps and Shirts	3,402.00
Casa De Amistada and PAGA Hall Rental	2,100.00
Music for Saturday and Sunday	1,860.00
Refreshments for Saturday and Sunday	1,400.00
Ad Book	1,300.00
Ladies Activities (Mexico Trip & Breakfast)	800.00
San Marcos Hospitality Room	636.00
Casa De Amistada and PAGA Hall Decorations	600.00
National PAGA Delegates Room Rental	450.00
Misc. Expenses	450.00
Super Seniors Winner Awards	420.00
Tent & Table Rentals	400.00
Trophies	300.00
Ladies Winner Awards	300.00

**Total Expenses:** **\$35,683.00**

**Total Income:** **\$40,210.00**  
**Total Expenses:** **(\$35,682.53)**  
**Total Net Profit / Loss** **\$ 4,527.00**





**San Marcos  
Winter 2003**

National Pan American Golf Association  
Winter Meeting and Tournament, March 20<sup>th</sup> thru 22<sup>nd</sup>, 2003  
San Marcos, Tx.

**2003 Winter Meeting & Tournament Report**

<u>Income</u>	<u>Budget</u>	<u>Actual</u>
Entry Fees @ \$75.00	\$30,000	\$35,025
Social Entry @ \$40.00	\$0	\$160
Ad Sales	\$3,000	\$1,900
Raffles	\$1,500	\$130
Souvenirs ( Shirts )	\$1,500	\$1,436
Skins	\$0	\$1,530
<b>Total Income</b>	<b>\$36,000</b>	<b>\$40,181</b>
 <u>Expenses</u>		
Greens Fees	\$14,000	\$13,290
Prizes Money	\$4,250	\$4,400
Convention Hall / Security	\$3,050	\$700
Entertainment	\$3,000	\$2,100
Activities / Transportation	\$0	\$495
Thursday/Friday Night Welcome	\$750	\$350
Delegate Luncheon	\$750	\$150
Awards Dinner	\$5,100	\$3,900
Beverages Committee	\$1,500	\$500
Brochure	\$2,000	\$996
Souvenirs ( Shirts )	\$1,200	\$3,914
Decorations	\$500	\$460
Registration Packages	\$400	\$111
Advertising / Correspondence / Comm. Meetings	\$1,400	\$500
Refunds / Misc.	\$500	\$660
Comp. Rooms for National Officers	\$0.00	\$540
<b>Total Expenses</b>	<b>\$38,400</b>	<b>\$33,066</b>
<b>Total Income</b>	<b>\$36,000</b>	<b>\$40,181</b>
<b>Total Expenses</b>	<b>\$38,400</b>	<b>\$33,066</b>
<b>Total Net Profit/Loss</b>	<b>\$(-2,400)</b>	<b>\$7115</b>

**Waco  
Seniors 2002****Pan American Golf Association National Seniors Meeting and Tournament  
May 24-26, 2002  
Waco, Texas****FINANCIAL REPORT****Gross Income:**

Senior Entries (295 @\$80.00)	\$23,600.00	<i>(Four late call-ins did not show or pay)</i>
Super Seniors (41 @\$5.00)	\$205.00	
Ladies Tournament (9 @\$30)	\$270.00	
Ad Sales	\$3,025.00	
Raffles	\$1,381.00	
Shirts/Caps Sales	\$1,650.00	
Skins	\$531.00	

<b>Total Income</b>	<b>\$30,662.00</b>
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**Expenses:**

Green Fees/Cart Fees	\$10,149.00
Brochure Printing	\$1,100.00
Raffle Items	\$1,062.00
Hole-In-One Insurance	\$555.00
Shirts/Caps	\$1,491.00
Rentals (Hall, Pavilion)	\$1,000.00
Rings/Trophies	\$3,745.00
Music	\$1,000.00
Food Sat/Sun	\$3,673.38
Hotel Meeting Room	\$93.00
Security Sun	\$275.00
Decorations	\$143.98
Misc. Expenses/Office Supplies	\$462.20
Postage	\$235.34
Ad - San Angelo Winter Meeting	\$100.00
Winter Meeting Hospitality	\$294.96
Tote Bags	\$1,100.00
Delegates Breakfast	\$444.02
Ladies Breakfast	\$157.81
Refunds	\$380.00

<b>Total Expenses</b>	<b>\$27,461.69</b>
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<b>Net: Income minus Expenses</b>	<b>\$3,200.31</b>
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Open Tournament (128 @\$50.00)	\$6,400.00
Skins	\$224.00
Connally fees	-\$3,840.00
Open Tournament Awards	-\$1,800.00
<b>Open Tournament Net</b>	<b>\$984.00</b>

7

## Seguin, TX Seniors 2001

**Seguin  
Seniors 2001**

### FINANCIAL REPORT

I. Gross Income:		
A. Senior Entries (307 @ \$75.00)	\$23,025.00	
B. Super Seniors (47 @ \$5.00)	235.00	
C. Open Tournament (120 @ \$45.00)	5,400.00	
D. Ladies Tournament (8 @ \$25.00)	200.00	
E. Social Entries	450.00	
F. Brochure Sales	2,505.00	
G. Raffle Sales	2,694.00	
H. Caps, Visors, Shirts	1,659.00	
I. Open Tournament	458.00	
J. Budweiser (Donation)	1,000.00	
K. Starcke Park (Donation)	347.00	
L. SKINS	322.00	
<b>Gross Income</b>	<b>\$38,295.00</b>	
II. Expenses:		
A. Green Fee/Cart Sat/Sun	\$10,875.00	
B. Print Shop (Brochure, Raffle, etc.)	2,319.00	
C. Raffle Pay-Out	1,300.00	
D. Hole-In-One Insurance	283.00	
E. Caps, Visors, Shirt Sales	1,659.00	
F. Rentals (Coliseum, Vans, Pavilion)	958.00	
G. Beer Fri/Sat/Sun	1,248.00	
H. Rings/Trophies	2,581.00	
I. Music Fri/Sat/Sun	1,625.00	
J. Food – Luncheon Sat/Sun	3,202.00	
K. Open Tournament Awards	1,800.00	
L. Security Sat/Sun	210.00	
M. Decorations	110.00	
N. MISC (Ice, Tel, Stamps, etc.)	296.00	
O. Refunds	245.00	
<b>Total Expenses</b>	<b>\$28,711.00</b>	

III.	Receivables:		
	A. Entry Fees		-0-
	B. Brochure Ads		-0-
	C. Other		-0-
IV.	Summary:		
	A. Total Gross Income	\$38,295.00	
	B. Total Expenditures	\$28,711.00	
	C. Net Profit		\$9,584.00

**\*\*\*\* END OF REPORT \*\*\*\***

**2000 National Seniors Convention Golf  
Actual Budget**

**Wichita, KS  
Seniors 2000**

**Expenses**

<b>Golf Courses</b>		
Macdonald Park	\$624.00	
Pawnee Prairie	\$499.00	
Sim Park	\$1,263.61	
Clapp Park	\$1,193.44	
Dinner	\$3,844.46	
Mariachis	\$750.00	
Fiesta Band	\$675.00	
Brochure Printing	\$3,278.31	
Delegates Lunch	\$243.57	
Rings	\$1,690.16	
Trophys for Seniors (Figurines)	\$915.81	
All Other Trophies & Figurine Bases	\$931.18	
Juniors Entry Fees & Medals	\$93.83	
Shirts & Hats	\$4,223.75	
Pins	\$419.36	
Golf Cart (for raffle)	\$850.00	
Phone, Transportation, etc.	\$655.00	
Misc (babysitter, logo, envelopes, stamps, printing, golf cart batteries & repair, flowers, etc.)	\$1,204.67	
<b>Total Expenses</b>		<b>\$23,355.15</b>

**Revenue**

Shirt/Cap Sales	\$2,365.00	
Brochure	\$4,250.00	
Entry Fees	\$10,085.00	
Golf Cart Raffle	\$1,350.00	
<b>Total (before accts receivable)</b>		<b>\$18,050.00</b>

**Accounts Receivable**

Ron Sanchez (Mariachis)	\$750.00	
House of Schwan (Cover Ad)	\$1,000.00	
Marriott (Ad)	\$100.00	
Nat'l Officers (Ad)	\$200.00	
Shirts/Caps (98 shirts/156 caps, unsold, our cost)	\$2,602.00	
<b>Total (Including accounts receivable)</b>		<b>\$22,702.00</b>

Wichita, Kansas, May 26-28, 2000



## PAN AMERICAN GOLF ASSOCIATION

P. O. BOX 888  
HARLINGEN, TEXAS 78551

Harlingen  
Winter 2000

### Financial Report For The 2000 Winter Meeting

May 22, 2000

[ Income ]

#### Entries

" 415 Reg.....	}	\$27,770.00
" 15 Ladies.....		
" 12 Socials.....		
Caps & Shirts Sales.....		\$ 4,380.00
Brochure Ad..Sales.....		\$ 3,075.00
Skins Profit.....		\$ 732.00
Total.....		\$ 35,957.00

#### [ Expenses ]

Green Fees.....	\$12,855.00
Caps & Shirts.....	\$ 5,378.00
Tournament Prizes.....	\$ 4,725.00
Food, Beer, Sodas & Ice.....	\$ 1,500.00
Music Friday & Saturday.....	\$ 1,400.00
Brochure Ad. Expenses.....	\$ 1,040.00
Delegates Luncheon.....	\$ 858.00
Dance Hall.....	\$ 800.00
Ladies Auxiliary.....	\$ 500.00
Misc. Expenses.....	\$ 300.00
Decorations.....	\$ 275.00
Total.....	\$ 29,631.00

**PROFIT.....\$ 6,326.00**

"THE HUB CITY OF THE RIO GRANDE VALLEY"

**Amarillo  
Seniors 1999**INCOME AND EXPENSES**Amarillo, TX  
Seniors 1999**

Amount Collected from Registration	\$16,350.00
Amount Collected from Brochure	225.00
Dance Tickets (8 tickets @ \$15.00)	120.00
Miscellaneous Donation (Budget Bail Bonds)	50.00
Sale of Shirts and Caps	<u>3,660.00</u>
<b>TOTAL</b>	<b>\$20,405.00</b>
Payment to Band	< 3,000.00 >
Amount Deposited by R. A. Tenorio	\$17,405.00
Amount Deposited by Geo. Cuellar (brochure)	<u>2,420.00</u>
<b>TOTAL DEPOSITED</b>	<b>\$19,825.00</b>

## Checks Written

Sysco Foods	130.17	
Golden Spread Energy	51.53	
Sean Wright (Caps/Shirts)	4,765.00	
Palo Duro Golf Course	2,461.18	
Comanche Golf Course	4,354.92	
Ross Rogers Golf Course	3,631.95	
Insurance Co.	201.55	
Val Tenorio	1,996.32	
(Holiday Inn, champaign, margarities downpayment to band)		
Amarillo Civic Center	<u>337.14</u>	
<b>TOTAL CHECKS</b>	<b>\$17,929.76</b>	<b>&lt; 17,929.76 &gt;</b>
<b>BALANCE</b>		<b>\$ 1,895.24</b>

## MONEY TO BE COLLECTED

brochure	655.00	
shirts	78.00	
sponsors of rings	800.00	
dance tickets	300.00	
George Rousset	<u>65.00</u>	
	\$1,898.00	<u>1,898.00</u>
		\$ 3,793.24

## Bills left to Pay

Jackets	836.00
Rings	1,921.65
Printing	1,000.00
Miscellaneous	<u>220.00</u>
	\$3,977.65

<\$3,977.65>

TOTAL DEFICIT

&lt;\$ 184.41&gt;

## Other Cash Transactions

Income from Skins	\$774.00
Purchase of beer	< 682.00>
Partial fee to Security Officers	< <u>92.00</u> >
	00.00

## Donations of Beer

Miller	50 cases
Budweiser	40 cases
Coors	20 cases
Val Tenorio	10 cases



## Financial Report for Ruth Ann Tenorio

Pre-registration		\$13,475.00
Door Registration		<u>2,875.00</u>
TOTAL REGISTRATION FEES (collected)		\$16,350.00
Entries broken down as follows:		
*	175 seniors @ \$65 -	\$11,375.00
*	15 seniors @ \$50 -	750.00
*	43 seniors @ \$35 -	1,505.00
*	34 regulars @ \$65 -	2,210.00
*	6 regulars @ \$50 -	300.00
*	11 ladies @ \$25 -	<u>275.00</u>
TOTAL		\$16,415.00
One Person not paid (Jerry Perales)		<u>65.00</u>
		\$16,415.00

05/26/99 14:09 FAX 3625166

MASTER CORP

**Odessa  
Winter 1999**

NATIONAL P.A.G.A.  
ODESSA, TEXAS  
MARCH 1999  
WINTER CONFERENCE  
INCOME AND EXPENSE REPORT

## INCOME:

TOURNAMENT ENTRY FEE : 219 @ 65.00/EA.	\$13,585.00
BROCHURE SALES:	\$ 4,200.00
SHIRT AND CAP SALES:	\$ 3,500.00
MUTUALS.	\$ 890.00
TOTAL GROSS INCOME:	\$22,175.00

## EXPENSES:

GOLF COURSE (209 PARTICIPANTS)	\$5,694.00
TROPHIES:	\$1,398.00
BROCHURE: (ART, PRINTING, ETC.)	\$2,100.00
SHIRT AND CAPS:	\$5,500.00
MUTUALS:	\$1,000.00
HOSPITALITY (THURSDAY AND FRIDAY)	\$1,600.00
GOLF COURSE: (RENTAL CARTS)	\$ 300.00
DANCE: (HALL, BANDS)	\$2,500.00
DELEGATES MEETING: (ROOM AND LUNCH)	\$ 600.00
LADIES TOUR AND ENTERTAINMENT:	\$ 000.00
MISCELLANEOUS EXPENSES: (PRINTING, COPYING, ETC.)	\$ 900.00
TOTAL EXPENDITURES:	\$21,982.00
TOTAL GROSS INCOME:	\$22,175.00
TOTAL EXPENDITURES:	\$21,592.00
TOTAL INCOME PROFIT:	\$ 583.00

## VII. Appendix V – Schedule of Events for Nationals

**Irving  
National 2005**



### SCHEDULE OF ACTIVITIES

#### **48<sup>th</sup> Annual National PAGA Convention and Golf Tournament Monday, August 1 thru Friday, August 5, 2005**

##### Monday, August 1, 2005

Registration & Souvenir Sales	Arlington Convention Center	1:00 PM to 6:00 PM
CVB Concierge	Arlington Convention Center	10:00 AM to 3:00 PM
Jr. Golf Tour Meeting	Arlington Convention Center	6:00 PM to 7:00 PM
Ladies Golf Tour Meeting	Arlington Convention Center	6:00 PM to 7:00 PM

##### Tuesday, August 2, 2005

Registration & Souvenir Sales	Arlington Convention Center	10:00 AM to 6:00 PM
CVB Concierge	Arlington Convention Center	10:00 AM to 3:00 PM
National Board Meeting	Arlington Convention Center	TBD
Nat'l Committee Meetings	Arlington Convention Center	TBD
Junior Golf Tour - Day 1	Tierra Verde Golf Club	7:30 AM – Shotgun
Ladies Golf Tour - Day 1	Tierra Verde Golf Club	7:30 AM – Shotgun
Irving PAGA Hospitality	Wyndham Arlington Hotel	3:00 to 5:00 PM
Opening Ceremony	Wyndham Arlington Hotel – Plaza	7:00 to 7:30 PM
Welcome (Meet & Greet) Party	Wyndham Arlington Hotel	7:00 to 11:00 PM

##### Wednesday, August 3, 2005

Registration & Souvenir Sales	Arlington Convention Center	9:00 AM to 6:00 PM
CVB Concierge	Arlington Convention Center	10:00 AM to 3:00 PM
Junior Golf Tournament - Day 2	Tierra Verde Golf Club	7:30 AM Shotgun
Ladies Golf Tournament - Day 2	Tierra Verde Golf Club	7:30 AM Shotgun
National Delegate's Breakfast	Arlington Convention Center	7:00 to 8:00 AM
National PAGA Handicap Meeting	Arlington Convention Center	8:00 to 9:00 AM
National Delegate's Meeting	Arlington Convention Center	9:00 AM to 12:00 AM
Teen/Pre-teens Ballpark Tour	Ameriquet Baseball Field	10:00 AM to 2:00 PM
Women's Social Activity	Shopping – Parks Mall	10:00 AM – 2:00 PM
Irving PAGA Hospitality	Wyndham Arlington Hotel	3:00 to 5:00 PM
PreTeen/Teen	Swimming/Movie Nite	7:00 PM – 9:00 PM
Pre Awards Entertainment	Arlington Convention Center	6:30 PM to 7:15 PM
Ladies & Junior Golf Awards	Arlington Convention Center	7:30 PM to 8:45 PM
National PAGA Tee-Off Party	Arlington Convention Center	9:00 PM to 11:30 PM

**Thursday, August 4, 2005**

Men's Golf Tournament-Day 1	Bear Creek West & East, Riverside Tierra Verde, Riverchase, Texas Star, Mansfield National, Chester Ditto	7:30 AM Shotgun
Nat'l PAGA Women's Meeting	Arlington Convention Center	9:30 AM to 11:00AM
Nat'l PAGA Women's Luncheon	Arlington Convention Center	11:00 AM to 12:00 PM
Children's Activity	Hurricane Harbor/Six Flags	10:00 AM to 4:00 PM
Ladies Social Activity (Bingo)	Arlington Convention Center	1:00 to 3:00 PM
Irving PAGA Hospitality	Wyndham Arlington Hotel	2:30 to 4:30 PM
Souvenir Sales	Arlington Convention Center	6:00 to 8:00 PM
Pre Awards Entertainment	Arlington Convention Center	6:30 to 7:15 PM
National PAGA Parade of Colors	Arlington Convention Center	7:15 to 9:00 PM
Parade of Colors Dance	Arlington Convention Center	9:15 to 11:30 PM

**Friday, August 5, 2005**

Men's Golf Tournament-Day2	Bear Creek West & East, Riverside Tierra Verde, Riverchase, Texas Star Mansfield National, Chester Ditto	7:30 AM Shotgun
Women's Activity	Sam Moon Outlet/Luncheon	10:00 AM to 2:00 PM
Teen Outing	Six Flags/Hurricane Harbor	10:00 AM to 4:00 PM
Pre-Teen Children's Social (Party)	Wyndham Arlington Hotel	10:00 AM to 2:00 PM
Teen Dance	Teen Dance Club	7:00 PM to 10:00 PM
Irving PAGA Hospitality	Wyndham Arlington Hotel	3:00 PM to 5:00 PM
Souvenir Sales	Arlington Convention Center	6:00 PM to 8:00 PM
Pre Awards Entertainment	Arlington Convention Center	6:30 PM to 7:15 PM
Men's Tournament Awards	Arlington Convention Center	7:15 PM to 8:45 PM
Farewell Dance-Awards	Arlington Convention Center	9:00 PM to 11:30 PM

**Other Activities (Optional)**

Texas Rangers Baseball Game - Major League Baseball  
 Legends of the Game Baseball Museum at Amerquest Field  
 Children's Learning Center at Amerquest Field  
 Tour of Texas Stadium in Irving - Dallas Cowboys Football  
 Lone Star Race Track in Grand Prairie  
 Fun Fest Bowling Center (Bowling, Billiards, Laser Tag)  
 Palace of Wax/Ripley's Believe It or Not Museum in Grand Prairie  
 Tour Gaylord Texan Resort in Grapevine  
 Air Combat School (Fly F-16 or F-8 simulators)  
 Lincoln Square Shopping Center

Revised 1/23/05



**San Antonio  
National 2004**

**SAN ANTONIO**  
**JULY 26,**  
**WESTIN RIVERWALK**  
**RADISSON MARKET SQUAR**

	<u>TIME</u>	<u>ACTIVITY</u>	<u>FACILITY</u>
<b>MONDAY</b>	10:00am to 6:00pm	Registration	Westin Hotel (Encino & Sabino rooms)
<b>July 26</b>	2:00pm to 4:00pm	Hospitality	Westin Hotel (Hidalgo)
	6:00pm to 7:00pm	Juniors Meeting	Westin Hotel (Madero Room)
	6:00pm to 11:00pm	Archives & Clubhouse (Open House)	PAGA Clubhouse (2300 Ave B & Mill Race)
<b>TUESDAY</b>	7:30am to 1:00pm	Ladies golf tournament	Northern Hills C.C.
<b>July 27</b>	8:00am to 1:00pm	Juniors golf tournament	Riverside G.C.
	10:00am to 6:00pm	Registration	Westin Hotel (Encino & Sabino Rooms)
	2:00pm to 4:00pm	Hospitality	Westin Hotel (Hidalgo)
	7:00pm to 8:30pm	San Antonio River Barge Ride	Westin Hotel (hqtrs)
	7:30pm to 11:30pm	Warm-Up Dance... (Ernie Garibay)	La Villita Assembly Hall
<b>WEDNESDAY</b>	7:30am to 1:00pm	Ladies golf tournament	Northern Hills C.C.
<b>July 28</b>	8:00am to 1:00pm	Juniors golf tournament	Riverside G.C.
	10:00am to 8:00pm	Registration	Westin Hotel (Encino & Sabino Rooms)
	7:00am to 8:00am	Delegates Breakfast	Westin Hotel (Hidalgo)
	8:00am to 9:00am	Handicap Meeting	Westin Hotel (Navarro)
	9:00am to 1:00pm	Delegates Meeting	Westin Hotel (Navarro)
	1:30pm to 2:30pm	Texas Diabetes Institute Tour	Texas Diabetes Institute
	7:30am to 1:00pm	PAGA Shootout golf matches	Woodlake C.C.
	2:00pm to 4:00pm	Hospitality (Mercedes Chapter)	Westin Hotel (Hidalgo Room)
	2:00pm to 4:00pm	Hospitality (Irving Chapter)	Radisson Hotel (Alameda Room)
	6:00pm to 8:00pm	Ladies & Juniors Awards	Henry B. Gonzalez Convention Center
	8:00pm to 11:30pm	Tee-off Dance... (Soul Struck Band)	Henry B. Gonzalez Convention Center

**GA 2004 NATIONAL**

28, 29, 30, 2004

TEL , 420 E. Market (Hqtrs #1)

&amp;

TEL, 502 W. DURANGO (Hqtrs. # 2)



<u>TIME</u>	<u>ACTIVITY</u>	<u>FACILITY</u>
<b>THURSDAY</b> .....7:30am to 1:00pm..... July 29	Men's Golf Tournament.....	Woodlake C.C.....Republic C.C. Quarry C.C.....Golf Club of Texas Olympia Hills C.C.....Northern Hills C.C Willow Springs G.C., Brackenridge G.C.
9:00am to 11:00am.....	Ladies Delegate Meeting.....	Westin Hotel (Hidalgo Ballroom )
11:00am to 11:30am.....	Ladies Delegate Luncheon.....	Westin Hotel (Madero Room )
11:00am to 2:00pm.....	Family Tours.....	El Mercado or The Alamo (Buses leaving from designated hotels)
2:30pm to 4:30pm.....	Ladies Bingo .....	Westin Hotel (Hidalgo Ballroom)
2:00pm to 4:00pm.....	Hospitality (Victoria Chapter).....	Westin Hotel (Madero)
2:00pm to 4:00pm.....	Hospitality.....	Radisson Hotel (Alameda Room)
3:30pm to 5:00pm.....	Teen Dance.....	Westin Hotel (Sabino)
6:00pm to 8:00pm.....	Parade of Colors.....	Henry B. Gonzalez Convention Center
8:00pm to 12:00pm.....	Color Dance...(Rene Zapata Band).....	Henry B. Gonzalez Convention Center
<b>FRIDAY</b> ..... 7:30am to 1:00pm..... July 30	Men's Golf Tournament.....	Woodlake C.C.....Republic C.C. Quarry C. C.....Golf Club of Texas Olympia Hills.....Northern Hills C.C. Willow Springs G.C...Brackenridge G.C.
9:30am to 4:00pm.....	Ladies Tour.....	Fiesta Texas
10:00am to 12:00pm.....	Ladies Tour.....	SAS Shoe Factory (Buses leaving from designated hotels)
1:00pm to 3:00pm.....	Ladies Bingo .....	Radisson Hotel (Aztec Room)
2:00pm to 4:00pm.....	Hospitality .....	Westin Hotel (Hidalgo)
2:00pm to 4:00pm.....	Hospitality.....	Radisson Hotel (Alameda Room)
6:00pm to 8:00pm.....	Trophy Presentation.....	Henry B. Gonzalez Convention Center
8:00pm to 11:30pm.....	Awards Dance...(Liberty Band).....	Henry B. Gonzalez Convention Center

THANKS FOR COMING TO THE HOME OF THE PAN AMERICAN GOLF ASSOCIATION  
HAVE A SAFE TRIP AND SEE YOU IN IRVING

Austin  
National 2003

# Agenda

## Monday July 29, 2003

Registration 10am - 5:00pm - Hyatt Regency  
 Happy Hour 3pm - 5:00pm - Hyatt Regency  
 Ladies National Tournament Rules Meeting - 5:00 pm - Hyatt Regency  
 Ladies USGA Rules & Handicap Seminar 5:30 - Hyatt Regency  
 Nation Junior Golfers & Parents Meeting 6:00 pm - Hyatt Regency  
 Junior Golfers USGA Rules & Handicap Seminar 6:30 pm - Hyatt Regency  
 Welcome Reception 7:00 - 10:00pm Hyatt Regency  
 with DJ Music (cash bar)

## Tuesday July 30, 2003

Ladies Tournament 7:30am Shotgun - Jimmy Clay Golf Course  
 Juniors Tournament 8:00am Shotgun - Jimmy Clay Golf Course  
 Registration 10:00am - 5:00pm - Hyatt Regency  
 Delegate Luncheon 11:30 - 12:30 - Hyatt Regency  
 Delegates Meeting 1:00pm - 4:00pm - Hyatt Regency  
 Happy Hour 3:00pm - 5:00pm - Fiesta Gardens  
 Welcome & Kick-off 7:00pm -10:30pm - Fiesta Gardens  
 with Mariachis Music

## Wednesday July 31, 2003

Ladies Tournament Shotgun 7:30am - Jimmy Clay Golf Course  
 Juniors Tournament 8:00am Shotgun - Jimmy Clay Golf Course  
 Registration 10:00am - 5:00pm - Hyatt Regency  
 Tours - Bob Bullock Museum & State Capital 9:30 - 3:00 (bus provided -  
 leaving from - Hyatt Regency)  
 San Marcos Outlet Mall 10:00 am - 4:00pm (bus provided - leaving from -  
 Hyatt Regency)  
 Happy Hour 2:00pm - 5:00pm (San Antonio) - Hyatt Regency)  
 Gala with music & food 7:00pm -11:00pm - Fiesta Gardens  
 Music by "Rumors"

**Thursday July 31, 2003**

- **Men's Tournament Shotgun 7:30am - Designated courses**
- Ladies Meeting 9:30 am - 12:00 - Hyatt Regency
- Ladies Luncheon 12:00pm - Texas Cattle Company (bus provided - leaving from - Hyatt Regency)
- Children's Game/Party - 9:30 am - 12:00pm - Hyatt Regency
- Children's Pool Party with food & drinks - 1:00 - 4:00pm - Hyatt Regency
- Happy Hour 3:00pm - 5:00pm - Hyatt Regency
- Junior Participation Recognition & Awards presentation 6:30pm - 7:30pm - Austin Convention Center
- Dance & Parade of Colors 7:30pm - 11:30pm - Convention Center
- Music by "Nueva VZ-ION"



**Friday August 1, 2003**

- **Men's Tournament Shotgun 7:30am - Designated courses**
- Shopping Congress Avenue Shops - 10am-3pm (bus provided - leaving from - Hyatt Regency)
- Teen Dance 1:00 - 4:00pm - Hyatt Regency
- Austin Hospitality 3:00 - 5:00pm - - Hyatt Regency
- Lady's & Men's Awards Presentation 6:00pm - 8:00pm - Convention Center
- Austin's 2003 National Convention Dance 8:00pm - 12:00pm - Convention Center
- Music by "Gary Hobbs"



**Pomona, CA  
National 2002****Schedule of Events**

2002 National Convention and Tournament  
Monday, July 29, 2002 ~ Friday August 2, 2002  
All activities are at Doubletree Hotel unless otherwise noted.

**Monday – July 29, 2002**

Registration	Doubletree Hotel – Strawberry Peak	10:00 AM to 6:00 PM
Souvenir Sales	Doubletree Hotel – Hunter's Peak	10:00 AM to 6:00 PM
Pomona Hospitality Room	Doubletree Hotel - Presidential Suite	3:00 PM to 5:00 PM
Junior Golf Committee Meeting	Doubletree Hotel - Big Bear	5:00 PM to 6:00 PM
Junior Golfers Meeting	Doubletree Hotel - Big Bear	6:00 PM to 7:00 PM
Lady Golfers Meeting	Doubletree Hotel - Big Bear	7:00 PM to 8:00 PM
National Board Meeting	Doubletree Hotel- Executive Boardroom	7:00 PM to 9:00 PM
Early-bird Party Live Entertainment by Sancho Rodriguez	Gazebo	7:00 PM to 10:00 PM

**Tuesday – July 30, 2002**

Registration	Doubletree Hotel – Strawberry Peak	10:00 AM to 6:00 PM
Souvenir Sales	Doubletree Hotel – Hunter's Peak	10:00 AM to 6:00 PM
Junior Golf Tournament – Day 1 Bus leaves at 7:00 AM in front of Doubletree for tee times 8:19 to 9:01 Bus leaves at 8:00 AM in front of Doubletree for tee times 9:08 to end	Upland Hills Country Club	8:30 AM Tee off
Ladies Golf Tournament – Day 1 Ladies & Junior's Luncheon	Upland Hills Country Club Upland Hills Country Club	7:30 AM Tee off Following golf
Board of Advisors/ Presidents Meeting	Doubletree Hotel – Lake Silverwood	8:00 AM to 9:00 AM
Handicap Chairman Meeting	Doubletree Hotel – Lake Silverwood	9:00 AM to 10:00 AM
Constitution Revision Committee	Doubletree Hotel – Lake Silverwood	10:00 AM to 11:00 AM
Ways and Means Committee Meeting	Doubletree Hotel – Lake Silverwood	11:00 AM to 12:00 AM
Delegate Luncheon	Doubletree Hotel – Lake Gregory	12:00 PM to 1:00 PM
National PAGA Delegate Meeting	Doubletree Hotel – Lake Silverwood	1:00 PM to 5:00 PM
Kids Pizza and Pool Party	Doubletree Pool	1:00 to 3:00
Ladies Shopping	Ontario Mills Mall	10:00 & 1:00 Shuttles From Doubletree
Pomona Hospitality Room	Presidential Suite	3:00 PM to 5:00 PM
Welcome Party Shuttles leave at 5:30 & 6:30 from in front of the Doubletree and leave Taste of Texas at 10:00 and 11:00 All buses are on a first come first served basis or you may drive yourselves – see map enclosed Buffet dinner available for \$6.00 or you may order from the menu Live entertainment by the Blazers	Taste of Texas Restaurant & Honky Tonk	6:00 and 8:00 7:00 to 11:00

**Wednesday – July 31, 2002**

Registration	Doubletree Hotel – Strawberry Peak	10:00 AM to 6:00 PM
Souvenir Sales	Doubletree Hotel – Hunter's Peak	10:00 AM to 6:00 PM
Junior Golf Tournament – Day 2 Buses load at 8:00 AM	Upland Hills Country Club	8:30 AM Tee off
Ladies Golf Tournament – Day 2 Ladies & Junior's Luncheon	Upland Hills Country Club Upland Hills Country Club	7:30 AM Tee off Following golf

**Wednesday – July 31, 2002 (continued)**

Universal Studios Tour (Reservation required)		7:00 AM to 6:00 PM
Buses load at 7:00 AM and depart promptly at 7:30 AM in front of Doubletree		
Ladies Spa Trip (Reservation required)	Glen Ivy Spa	9:00 AM to 3:00 PM
Buses load at 8:30 AM and leave promptly at 9:00 AM		
Kids Craft Fair (ages 5 to 10)	Doubletree Hotel – Keeler Peak	1:00 PM to 4:00 PM
Sign up required in registration area Monday through Wednesday		
Hospitality Room	Doubletree Hotel – Presidential Suite	3:00 PM to 5:00 PM
Hosted by 2003 National Host, Austin TX.		
Tee Off Dance	Doubletree Hotel - Harvest/Grove Ballroom	7:00 PM to 11:00 PM
Junior Award's presentation		8:00 PM
Ladies Award presentation		8:30 PM
Live Entertainment by Chalito Zapatio and Los Traviesos		9:00 PM to 11:00 PM

**Thursday – August 1, 2002**

Men's Golf Tournament – Day 1	See Course List	8:00 AM Shotgun
National PAGA Women's Meeting	Doubletree Hotel – Lake Silverwood	8:00 AM to 10:00AM
Ladies Bunco Party, Fun and Prizes (It's not Bingo!) Refreshments served	Doubletree Hotel – Lake Silverwood	1:00 PM to 3:00 PM
Raging Waters Trip (Reservation required)		9:00 AM to 4:00 PM
Buses load at 9:00 AM and leave promptly at 9:30 AM in front of Doubletree		
Pomona Hospitality Room	Doubletree Hotel – Presidential Suite	3:00 PM to 5:00 PM
Souvenir Sales	Doubletree Hotel - Hunter's Peak	3:00 PM to 5:00 PM
Parade of Colors	Ontario Convention Center	7:00 PM to 11:00 PM
Live Entertainment by Oscar Ozuna and Fuerte		

**Friday – August 2, 2002**

Men's Golf Tournament – Day 2	See Course List	8:00 AM Shotgun
Disneyland & California Adventure Trip (Reservation required)		6:30 AM to 6:00 PM
Buses load at 6:30 AM and depart promptly at 7:00 AM in front of Doubletree		
Morongo Indian Casino (Reservation required)		9:00 AM to 3:00 PM
Buses load at 9:00 AM and depart promptly at 9:30 AM in front of Doubletree		
Kids Fun Camp with Entertainment	Doubletree Hotel	12:00 PM to 3:30 PM
Sign up required in registration area Monday through Wednesday		
Pomona Hospitality Room	Doubletree Hotel - Presidential Suite	3:00 PM to 5:00 PM
Souvenir Sales	Doubletree Hotel	3:00 PM to 5:00 PM
Teen Dance	Doubletree Hotel – Lake Gregory	7:00 PM to 10:00 PM
Awards Presentation & Dance	Ontario Convention Center	7:00 PM to 12:00 AM
Awards presentation all trophies		8:00 PM
Live entertainment by Arnie Berrera		

**Phoenix, AZ  
National 2001**

**PAGA National 2001 Schedule**

***Monday, August 6th***

<b><u>Location</u></b>	<b><u>Function</u></b>	<b><u>Time</u></b>	<b><u>Room</u></b>
Crowne Plaza	Information Center	10:00am - 6:00pm	2nd Floor Foyer
Crowne Plaza	Registration	10:00am - 6:00pm	Hopi
Crowne Plaza	Souvenir Sales	10:00am - 6:00pm	Hopi/
Crowne Plaza	Hospitality Phoenix	2:00pm - 5:00pm	Suite #530
Crowne Plaza	Pre-tournament Meeting		Apache
	Ladies	5:00pm - 6:00pm	
	Juniors	6:00pm - 7:00pm	
Crowne Plaza	Crowne Plaza Welcome Opening Ceremonies Ballet Folklorico de Santa Maria Mariachi Margarita, Beer, Finger Foods	8:00pm - 12:00pm	Grand Ball Room

***Tuesday, August 7th***

<b><u>Location</u></b>	<b><u>Function</u></b>	<b><u>Time</u></b>	<b><u>Room</u></b>
Phantom Horse Golf Course	Women's Tournament	7:00 am Shotgun	
Agulla Golf Course	Juniors Golf w/ Luncheon	6:00 am Bus Pickup 7:00 am Shotgun	
Crowne Plaza	Information Center	10:00am - 6:00pm	2nd Floor Foyer
Crowne Plaza	Registration	10:00am - 6:00pm	Hopi
Crowne Plaza	Souvenir	10:00am - 6:00pm	Hopi
Arizona Science Museum	Science Museum - Kids	10:00am - 3:00pm	Bus Pick Up
Arizona Mills Outlets	Outlet Shopping	10:00am - 3:00pm	Bus Pick Up
Casino Arizona	Casino Arizona*	10:30am & hourly with returns	Bus Pick Up
Crowne Plaza	Delegate Luncheon	12:00pm - 1:00pm	Navajo
Crowne Plaza	National PAGA Delegate Meeting	1:00pm - 5:00pm	Navajo
Crowne Plaza	Hospitality Phoenix	2:00pm - 5:00pm	Suite #530

**Evening Free**

\*Casino Arizona has Bingo, Slots, Shows, Five Restaurants, Sports Area, Kino and much more !!  
Show Tickets are available for Tuesday only, at the registration area

**PAGA National 2001 Schedule*****Wednesday, August 8th***

<b><u>Location</u></b>	<b><u>Function</u></b>	<b><u>Time</u></b>	<b><u>Room</u></b>
Phantom Horse Golf Course	Women's Tournament With Luncheon	7:00 Shotgun	
Aguila Golf Course	Juniors Golf With Luncheon	6:00am 7:00 Shotgun	Bus Pick Up
Sedona	All-day Tour	7:00am - 4:00pm	Bus Pick Up
Crowne Plaza	Information Center	10:00am - 6:00pm	2nd Floor Foyer
Crowne Plaza	Registration	10:00am - 6:00pm	Hopi
Crowne Plaza	Souvenir	10:00am - 6:00pm	Hopi
Crowne Plaza	Michael's Crafts - Kids	10:00am - 3:00pm	Navajo D
Crowne Plaza	Ladies Luncheon with Fashion Show**	11:00pm - 12:30pm	Navajo A, B, C
Crowne Plaza	Hospitality Phoenix	2:00pm - 5:00pm	Suite #530
Crowne Plaza	Ladies & Juniors Awards Congressman Edward Pastor has been invited	6:30pm - 8:00pm	Grand Ball Room
Crowne Plaza	Welcome Dance Mariachi los Vaqueros Singer Dina Lopez Music of Pete Astudillo Texas	8:00pm - 12:00pm	Grand Ball Room

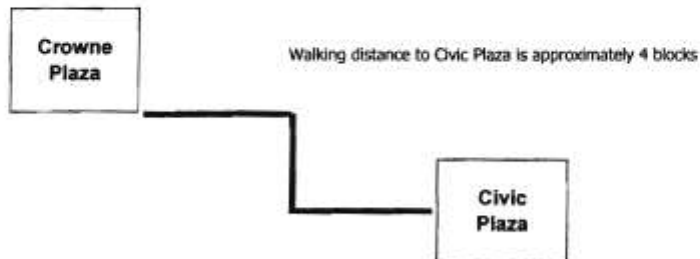
**\*\* Clothing for fashion show will be set up early in the day and will remain available until 5:00 PM**

**Phoenix, AZ  
National 2001**

**PAGA National 2001 Schedule**

***Thursday, August 9th***

<b><u>Location</u></b>	<b><u>Function</u></b>	<b><u>Time</u></b>	<b><u>Room</u></b>
All Courses Check Flight Information	<b>Men's Tournament</b>	7:00am Shotgun	
Crowne Plaza	Souvenir Sales	10:00am - 4:00pm	Hopi
Scottsdale	Shopping Excursion	9:00am - 3:00pm	Bus Pickup
Crowne Plaza	Ladies Continental Breakfast	9:00am - 10:00am	Navajo B,C
Crowne Plaza	Ladies Committee Meeting <b>All Ladies Welcome</b>	10:00am - 11:30am	Navajo B,C
Crowne Plaza	Luncheon Wine Tasting Class Other Fun Things	11:30am - 3:00pm	Navajo A
Crowne Plaza	Pizza & Swim Party Kids	11:30am - 4:00pm	Terrace
Casino Arizona	Casino	10:30am - 4:00pm	Bus Pick Up
Crowne Plaza	Junior Golf Clinic Biltmore Golf Center	2:00pm - 4:00pm	Apache A,B
Crowne Plaza	Hospitality Phoenix	2:00pm - 5:00pm	Suite #530
Civic Plaza	<b>PARADE OF COLORS</b> Music by Joseph & Hispano	7:00pm - 12:00pm	Civic Plaza



## **PAGA National 2001 Schedule**

***Friday, August 10th***

<b><u>Location</u></b>	<b><u>Function</u></b>	<b><u>Time</u></b>	<b><u>Room</u></b>
All Courses Check Flight Information	<b>Men's Tournament</b>	7:00am Shotgun	
Crowne Plaza	Souvenir Sales	10:00am - 4:00pm	Hopi
Sedona	All-day Tour	7:00am - 4:00pm	Bus Pick Up
Sun Splash Golfland	Kids (Adults welcome & encouraged)	10:00am - 3:00pm	Bus Pick Up
Museums	Heard Museum Phoenix Art Museum "30 Years of Chicano Art"	10:00am - 3:00pm	Bus Pick Up
Crowne Plaza	Hospitality Phoenix	2:00pm - 5:00pm	Suite # 530
Crowne Plaza	Teen Dance Art Gastello & Son	8:00pm - 12:00pm	South Ball Room
Civic Plaza	All Men's Awards	6:00pm - 8:00pm	Civic Plaza
Civic Plaza	Last Dance Music by Power Drive	8:00pm - 12:00pm	Civic Plaza

**Have a wonderful visit!**

**Enjoy everything you can in our beautiful city**

**Have a safe journey home and come back to see us again real soon**

**Houston  
National 2000**

**National 2000 Week**

*Monday July 31st*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
Radisson	Opening Ceremony	10:30 AM - 11:30 AM	Atrium/Lobby
Radisson	Information Center	11:30 AM - 5:00 PM	Atrium/Lobby
Radisson	Registration	12:00 PM - 5:00 PM	Pt. Aransas
Radisson	Nat. Board Mtg.	1:00 PM - 3:00 PM	Pearland
Radisson	Hospitality	3:00 PM - 5:00 PM	Pasadena
Radisson	Blast From the Past	12:00 PM - 5:00 PM	Corpus Christi
Radisson	Hall of Fame & Sponsor Reception	7:00 PM - 9:00 PM	Corpus Christi
Radisson	Members Reception Music-Mariachi Mexico 85	7:00 PM - 9:00 PM	Galveston/Houston
Hilton	Members Reception Music-Michael Flores	7:00 PM - 9:00 PM	Ballroom
Beacon Lakes	Jr. & Ladies Golf Clinic	4:00 PM - 6:00 PM	Range

*Tuesday Aug 1st*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
Radisson	Registration	10:00 AM - 5:00 PM	Pt. Aransas
Radisson	Information Center	10:00 AM - 5:00 PM	Atrium/ Lobby
Radisson	Jr. Golf Hillcrest/Beacon Lakes	6:30 AM 8:00 AM Shotgun	Bus Pick Up
Hilton	Jr. Golf Hillcrest/Beacon Lakes	6:30 AM 8:00 AM Shotgun	Bus Pick Up
Beacon Lakes	Ladies Golf	8:00 AM Shotgun	

## National 2000 Week

### *Tuesday Aug 1st cont'd.*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
Radisson	Galleria Shopping Tour	9:30 AM - 2:00 PM	Bus Pick Up
Hilton	Galleria Shopping Tour	10:00 AM - 2:00 PM	Bus Pick Up
Radisson	Hospitality	3:00 PM - 5:00 PM	Pasadena
Hilton	National Meeting/Luncheon	12:00 PM - 5:00 PM	TBA
Radisson	Blast From the Past	12:00 PM - 4:00 PM	Corpus Christi
Radisson	Kid's Party Room	1:00 PM - 4:00 PM 7:00 PM - 9:00 PM	Port LaVaca
Radisson	Members Reception Hosted by Houston Seniors	7:00 PM - 9:00 PM	Galveston/Houston Music by Michael Flores
Hilton	Members Reception Hosted by Houston Ladies	7:00 PM - 9:00 PM	Ballroom Music by Mariachi Mexico 85

### *Wednesday Aug 2nd*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
Radisson	Registration	9:00 AM - 5:00 PM	Pt. Aransas
Radisson	Information Center	9:00 AM - 5:00 PM	Atrium/Lobby
Radisson	Ladies Coffee & Donuts Door Prizes	9:30 AM - 10:30 AM	Galveston/Houston
Radisson	Jr. Golf Hillcrest/Beacon Lakes	6:30 AM 8:00 AM Shotgun	Bus Pick Up
Hilton	Jr. Golf Hillcrest/Beacon Lakes	6:30 AM	Bus Pick Up
Beacon Lakes	Ladies Golf	8:00 AM Shotgun	



**Houston  
National 2000**

**National 2000 Week**

*Wednesday Aug 2nd cont'd.*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
Radisson	Tour Moody Gardens	9:30 AM - 3:00 PM	Bus Pick Up
	Tour NASA Space Center	9:30 AM - 3:00 PM	Bus Pick Up
Hilton	Tour Moody Gardens	10:00 AM - 3:00 PM	Bus Pick Up
	Tour NASA Space Center	10:00 AM - 3:00 PM	Bus Pick Up
Radisson	Hospitality hosted by Pomona 2002	3:00 PM - 5:00 PM	Pasadena
Hilton	Hospitality	3:00 PM - 5:00 PM	Ballroom
Armadillo	Kids Bowling Party	1:00 PM - 4:00 PM	Hotels/Bus Pick Up
Pasadena Convention Ctr.	Ladies & Jr. Awards Party	7:00 PM - 12:00 AM	Music: Hometown Boys & The Meza Sound

*Thursday Aug 3rd*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
All Courses	National Men's Golf	7:30 AM Shotgun	Six Golf Courses
Radisson	Ladies Coffee & Donuts	9:30 AM - 10:30 AM	Galveston/Houston
Radisson	Tour Galveston/Strand	9:30 AM - 3:00 PM	Bus Pick Up
	Astroworld Theme Park	9:30 AM - 3:00 PM	Bus Pick Up
Hilton	Tour Galveston/Strand	10:00 AM - 3:00 PM	Bus Pick Up
	Astroworld Theme Park	10:00 AM - 3:00 PM	Bus Pick Up
Radisson	Ladies Committee Meeting	Coffee 10:00 AM - 12:00 PM	Port Aransas
Radisson	Hospitality	3:00 PM - 5:00 PM	Pasadena
Hilton	Hospitality	3:00 PM - 5:00 PM	Ballroom

## National 2000 Week

*Thursday Aug 3rd cont'd.*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
Pasadena Convention Ctr.	Parade of Colors Dance Bar-B-Q Dinner	7:00 PM - 12:00 AM	Music: Avizo Band & The Meza Sound

*Friday Aug 4th*

<u>Location</u>	<u>Function</u>	<u>Time</u>	<u>Room</u>
All Courses	National Men's Golf	7:30 AM Shotgun	Six Golf Courses
Radisson	Tour Kemah/Boardwalk	9:30 AM - 3:00 PM	Bus Pick Up
Hilton	Tour Kemah/Boardwalk	10:00 AM - 3:00 PM	Bus Pick Up
Radisson	Kid's Party Room	TBA	TBA
Hilton	Hospitality	3:00 PM - 5:00 PM	Ballroom
Radisson	Hospitality	3:00 PM - 5:00 PM	Pasadena
Pasadena Convention Ctr.	Trophy Dance Ruben Ramos and The Texas Revolution DJ: The Meza Sound	7:00 PM - 12:00 AM	Main Hall
Radisson	Teen Party	7:00 PM - 10:00 PM	Houston/Galveston

## 1999 NATIONAL TOURNAMENT &amp; C

Kansas City, MO  
National 1999

MONDAY - FRIDAY -- JULY 26 - 30

**MONDAY, JULY 26:**

Registration .....9:00a.m.-6:00p.m. / Adams Mark Hotel  
 Souvenir Sales & Exhibits.....9:00a.m.-6:00p.m. / Adams Mark Hotel

Reception (Poolside).....6:00p.m.-9:00p.m. / Adams Mark Hotel

**TUESDAY, JULY 27:**

Registration .....9:00a.m.-6:00p.m. / Adams Mark Hotel

National Delegate Luncheon.....11:30a.m. -12:30p.m. / Adams Mark Hotel  
 National PGA Delegates Meeting.....1:00 p.m.- 5:00p.m. / Adams Mark Hotel  
 Tailgate Party.....5:30p.m.-7:30p.m. / Truman Sport Complex Lot E.

**WEDNESDAY, JULY 28:**

Registration .....9:00a.m.-6:00p.m. / Adams Mark Hotel  
 Junior Tournament.....7:30a.m. / Tee Time Golf Course to be assigned  
 Ladies Golf Tournament.....7:30a.m. / Tee Time Golf Course to be assigned  
 Guest Activities.....10:00a.m.-3:00p.m. / 6 trips to choose from (check at Regist.)  
 K.C.'s "Tee Off Party".....7:00p.m.-10:00p.m. / Flamingo Hilton Casino

**(9 Piece Marichi's Band)****Gambling at Flamingo Casino**

Gambling at Flamingo.....10:00p.m. / (Transportation to be provided)  
 Shoot Out.....11:30am / Tee off Paradise Pointe - Sign up registration desk

**THURSDAY, JULY 29:**

SOUVENIR SALES.....9:00a.m.-5:00p.m. / Adams Mark Hotel  
 First Round Men's Tournament .....7:30a.m. / Tee Time Golf course assigned by Flight  
 National Women's PAGA Meeting.....9:00a.m.-12:00p.m. / Adams Mark Hotel

Guest Activities.....10:00a.m.-3:00p.m. / 6 trips to choose from (check at Regist.)  
 "Parade of Colors".....7:00p.m.-12:00p.m. / Grand Ball Room, Adams Mark Hotel  
**(Featuring Steve Reyes "LaManana Band")**

**FRIDAY, JULY 30:**

SOUVENIR SALES.....9:00a.m.-5:00p.m. / Adams Mark Hotel  
 Second Round of Men's Tournament.....7:30a.m. / Tee Time Golf course assigned by Flight  
 Guest Activities.....10:00a.m.-3:00p.m. / 6 trips to choose from(check at Regist.)  
 Teen Dance & Party with DJ.....8:00p.m.-10:30p.m. / Adams Mark Hotel  
 Award Presentation & Dance.....7:00p.m.-12:00p.m. / Grand Ball Room, Adams Mark Hotel  
**(Music by "Las Estrellas")**

**Children's activities will be posted along Baby Sitting arrangements**

**41st ANNUAL PAN AMERICAN GOLF AS**

National Convention &amp; Tournament

Brownsville, Texas

July 27 - 31, 1998

**Brownsville  
National 1998****Schedule of Events****Monday, July 27, 1998**

12:00 - 8:00 P.M.	Registration — Civic Center
12:00 - 8:00 p.m.	Information Booth — Civic Center
6:00 - 9:00 p.m.	Early-Bird Poolside Get Together — Fort Brown
6:00 - 7:00 p.m.	Ladies Golf Tournament Meeting — Conf. Room A
6:00 - 7:00 p.m.	Senior Golfers. Tournament Meeting — Cavalry Room
6:00 - 7:00 p.m.	Juniors Golf Tournament Meeting — Fortress Room

**Tuesday, July 28, 1998**

8:00 - 9:00 a.m.	National Handicap Meeting — Youth Center
9:00 a.m. - 12:30 p.m.	National Delegates Meeting — Youth Center
8:00 a.m. - 1:00 p.m.	Ladies Golf Tournament — V.I.C.C. 1st Round
8:00 a.m. - 1:00 p.m.	Juniors Golf Tournament — V.I.C.C. 1st Round
10:00 a.m. - 8:00 p.m.	Registration — Civic Center
10:00 a.m. - 8:00 p.m.	Information Booth — Civic Center
1:00 - 2:00 p.m.	National Delegates Luncheon — Civic Center
3:00 - 5:00 p.m.	Garcia's Margarita Hour — Matamoros
	Exclusive for Women! (Walking Tour)
6:00 - 9:00 p.m.	Bienvenidos Party — Civic Center
	Music: Marimba, Mariachi

**Wednesday, July 29, 1998**

7:30 a.m.	1K, 5K Walk/Run — Fort Brown
8:00 a.m. - 1:00 p.m.	Ladies Golf Tournament — V.I.C.C. 2nd Round
8:00 a.m. - 1:00 p.m.	Juniors Golf Tournament — V.I.C.C. 2nd Round
10:00 a.m. - 8:00 p.m.	Registration — Civic Center
10:00 a.m. - 8:00 p.m.	Information Booth — Civic Center
10:00 a.m. - 3:00 p.m.	Guest Activities
	Package #1: Sabal Palms
	Historic Brownsville Museum
	Port of Brownsville
	Package #2: San Juan Catholic Shrine
	Package #3: City of Brownsville/ Gladys Porter Zoo
1:00 - 2:00 p.m.	Lady Golfers Buffet Luncheon — V.I.C.C.
1:00 - 2:00 p.m.	Junior Golfers Pool Party — V.I.C.C.

6:00 - 7:00 p.m.	National Scholarship Raffle — Civic Center
7:30 p.m. - 12:00 a.m.	Miller Lite Tee-Off Party & Dance — Civic Center Music by: Joe Lopez & Mazz
7:30 p.m. - 12:00 a.m.	Pre-Teen Piñata Party — Stokley Hall
7:30 p.m. - 12:00 a.m.	Teen Dance — Stillman Hall
9:00 p.m.	Ladies & Juniors Trophy Presentation — Civic Center
<b>Thursday, July 30, 1998</b>	
7:30 a.m.	P.A.G.A. Mens & Seniors Golf Tournament — Designated Golf Courses
8:00 - 10:00 a.m.	Guest Activities Health Fair — Fortress Room Aerobics Class — Calvary Room
9:00 a.m. - 12:00 p.m.	Women Delegates Meeting — Civic Center
10:00 a.m. - 3:00 p.m.	Guest Activity — South Padre Island Extravaganza
11:00 a.m.	Shuttle Bus — Fort Brown To transport participants to Matamoros to decorate for The Parade of Colors
12:00 - 1:30 p.m.	Women Delegates Luncheon & Style Show — Civic Center
5:30 - 7:00 p.m.	Shuttle Bus — Civic Center Continuous transportation to Matamoros for all participants to The Parade of Colors
7:00 p.m. - 12:00 a.m.	Parade of Colors — Mundo Nuevo Convention Center Matamoros Music by: Escala 5
10:30 p.m. - 12:30 a.m.	Shuttle Bus — Matamoros Continuous transportation to Brownsville for all participants from The Parade of Colors
<b>Friday, July 31, 1998</b>	
7:30 a.m.	P.A.G.A. Mens Golf Tournament — Designated Golf Courses
10:00 a.m. - 3:00 p.m.	Guest Activities Package #1: San Juan Catholic Shrine Package #2: South Padre Island Package #3: City of Brownsville Tour / Gladys Porter Zoo
3:00 - 5:00 p.m.	Guest Activity Exclusive for Women — Entertainment – Fortress Room
8:00 p.m. - 12:00 a.m.	Award/Trophy Presentation Dance — Civic Center Music by: Orquesta Universal Coat & Tie Suggested
8:00 p.m. - 12:00 a.m.	Pre-Teen Piñata Party — Stokley Hall
8:00 p.m. - 12:00 a.m.	Teen Dance — Stillman Hall

**Corpus Christi  
National 1997**

## *1997 National Tournament & Convention*

*Monday - Friday • August 4-8*

### **MONDAY, AUGUST 4:**

Registration (early arrivals) .....	9 a.m. - 7 p.m. ....	Omni Hotel-Mezzanine
Souvenir Sales & Exhibits.....	9 a.m. - 7 p.m. ....	Omni Hotel-Mezzanine
Pre-Tournament Meeting for Ladies & Juniors .....	6 p.m. - 7 p.m. ....	Omni Hotel-Mezzanine
National Seniors Meeting .....	7 p.m. - ? .....	Omni Hotel-Nueces Room B
National PAGA Executive Board Meeting .....	6 p.m. - 8 p.m. ....	Omni Hotel-Aransas Room
Hospitality Room (1998 Hosting City/Brownsville) ....	5 p.m. - 9 p.m. ....	Omni Hotel

### **TUESDAY, AUGUST 5:**

Registration .....	9 a.m. - 7 p.m. ....	Omni Hotel-Mezzanine
National Tourn. Director - Handicap Meeting .....	7:30 a.m. - 9 a.m. ....	Omni Hotel-Nueces A
First Round of Junior Tourn. ....	8:00 a.m. (Shotgun) .....	Gabe Lozano Golf Course
First Round of Ladies Tourn. ....	8:30 a.m. (Shotgun) .....	Kings Crossing Country Club
National PAGA Delegate Meeting .....	9 a.m. - 12 p.m. ....	Omni Hotel-Nueces B
National Delegate Luncheon .....	12:30 p.m. ....	Buses will take delegate to La Siesta Restaurant for lunch
Sal Valdez Junior Golf Clinic .....	2 p.m. ....	Gabe Lozano Golf Center Featuring Phil Blackmar - PGA Professional
Corpus Christi Hospitality .....	3 p.m. - 6 p.m. ....	Omni Hotel-Corpus Christi C
Texas State Aquarium Party (for early arrivals) .....	7 p.m. - 11 p.m. ....	*Charter Buses transporting to and from Aquarium will be available
Featuring music by Laura Canales & her band.		

### **WEDNESDAY, AUGUST 6:**

Registration .....	9 a.m. - 6 p.m. ....	Omni Hotel-Mezzanine
Second Round of Junior Tourn. ....	8:00 a.m. (shotgun) .....	Gabe Lozano Golf Center
Second Round of Ladies Tourn. ....	8:30 a.m. (shotgun) .....	Kings Crossing Country Club
Ladies Coffee .....	9 a.m. - 10 a.m. ....	Omni Hotel-Mezzanine
Ladies Chartered Boatrises (Must Pre-register) .....	10:30 a.m. ....	Check-In at Registration Desk \$6.50 per person / adults only
Children's Time Out (Kids 12 and younger) .....	2 p.m. - 4 p.m. ....	Omni Hotel-Aransas Room
Corpus Christi Hospitality .....	3 p.m. - 6 p.m. ....	Omni Hotel-Corpus Christi C

**WEDNESDAY, AUGUST 6 (cont.):**

- Men's Putting & Driving Contest ..... 3 p.m. - 6 p.m. .... Gabe Lozano Golf Center
- Corpus Christi PAGA "Tee Off Party" ..... 7 p.m. - 12 p.m. .... Bayfront Convention Center  
 Exhibit Hall A  
 Music by Jay Perez and his band
- Teens Ultimate Recreational Games ..... 8 p.m. - 10:30 p.m. .... Omni Hotel  
 Bouncy Boxing, Human Bowling, Bungee Run, Gladiator Joust

**THURSDAY, AUGUST 7**

- Souvenir Sales ..... 10 a.m. - 5 p.m. .... Omni Hotel-Mezzanine
- First Round of the Men's and the Senior Tour. .... Check Tee Time & Golf Course on Registration Package  
 Seven Different Golf Courses
- National Women's Committee Meeting ..... 9:30 p.m. .... Omni Hotel-HiTide  
 All Women Invited - Special Guest Speaker
- Beach Party/Volleyball Tournament ..... 2 p.m. - 4 p.m. .... In Front of Omni Hotel  
 Ages 13-17 Prizes and Refreshments
- Children's Time Out (Kids 12 and younger) ..... 2 p.m. - 4 p.m. .... Omni Hotel-Aransas
- "Special Seniors Party" ..... 3 p.m. - 5 p.m. .... Gabe Lozano Golf Center-Tent Area  
 For Senior Men Only - Food & Entertainment
- Las Vegas Party for Ladies Only ..... 5 p.m. - 5 p.m. .... Omni Hotel-Corpus Christi B & C
- "Parade of Colors" ..... 7 p.m. - 12 p.m. .... Bayfront Convention Center  
 Featuring Peter Astudillo & his band and the Corpus Christi Veterans Band  
 Exhibit Hall B

**FRIDAY, AUGUST 8**

- Souvenir Sales ..... 10 a.m. - 5 p.m.
- Second Round of Mens Regular Tournament ..... Check Tee Time & Golf Course in Registration Package  
 Top 12 scores from first round will be paired together
- Ladies Tour: Selena Recording Studio, Boutique and Cemetery or ..... 8:30 a.m. - 11 a.m.  
 Trade Center Flea Market (largest indoor flea market in South Texas)
- Children: Pirates of the Gulf Putt-Putt & Games ..... 2 p.m. - 4 p.m. .... Transportation by chartered bus  
 Ages 8 to 12
- Teens: Party, Refreshments, Games & Prizes ..... 2 p.m. - 5 p.m. .... Omni Hotel-Nueces B
- Ladies: Afternoon Time Out ..... 2 p.m. - 5 p.m. .... Omni Hotel-Room TBA  
 Make-up Artist demonstrations, Jewelry Display, Crafts
- Corpus Christi Hospitality ..... 3 p.m. - 6 p.m. .... Omni Hotel-Corpus Christi C
- Awards Presentation Dinner & Dance ..... 7 p.m. - 12 p.m. .... Bayfront Convention Center  
 Semi-Formal Attire (coat & tie for men) Music by Lee Martinez & his fifteen Piece Band ..... Exhibit Hall B

SHUTTLE BUSES: Every 20 minutes from the Omni Bayfront Headquarters to Convention Center Complex. These buses will stop at the hotels up and down Shoreline to load and unload passengers going to the Convention Center. Buses will start their shuttle at 6:30 p.m. on Wednesday, Thursday and Friday. Buses will start their return route from functions at Convention Center at 11:00 p.m. on Wednesday, Thursday and Friday.

Dallas  
National 1996  
1996 NATIONAL PAGA CON  
AUGUST 5 - 9, 199  
AGE

**MONDAY, AUGUST 5, 1996**

- 9:00 AM - 5:00 PM REGISTRATION FOR LADY GOLFERS AND JUNIOR GOLFERS ON MEZZANINE  
9:00 AM - 5:00 PM REGISTRATION & SALES OF MERCHANDISE ON MEZZANINE  
6:00 PM - 9:00 PM HOSPITALITY ROOM

**TUESDAY, AUGUST 6, 1996**

- 7:30 AM FIRST ROUND JUNIORS GOLF TOURNAMENT, SHOT GUN START  
7:30 AM FIRST ROUND LADIES GOLF TOURNAMENT, SHOT GUN START  
8:00 AM - 6:00 PM REGISTRATION & SALES OF MERCHANDISE ON MEZZANINE  
3:00 PM - 6:00 PM HOSPITALITY ROOM -- SILVER ROOM  
6:00 PM - 7:30 PM SENIORS MEETING -- SILVER ROOM  
6:00 PM - 9:00 PM LONE STAR "WELCOME ABOARD & GET ACQUAINTED" PARTY

**WEDNESDAY, AUGUST 7, 1996**

- 7:30 AM FINAL ROUND JUNIORS GOLF TOURNAMENT, SHOT GUN START  
7:30 AM FINAL ROUND LADIES GOLF TOURNAMENT, SHOT GUN START  
8:00 AM - 9:00 PM REGISTRATION & SALES OF MERCHANDISE IN THE LOBBY  
8:00 AM - 9:00 AM HANDICAP & TOURNAMENT CHAIRMAN'S MEETING -- VISTA ROOM  
9:00 AM - 12:00 PM MEN'S DELEGATE MEETING -- VISTA ROOM  
12:00 PM - 1:00 PM MEN'S DELEGATE LUNCHEON -- CHURCHILL ROOM  
11:00 AM - 2:00 PM HARD ROCK CAFE TOUR & LUNCH  
2:00 PM - 5:00 PM MEN'S HOSPITALITY ROOM -- GOLD ROOM  
3:00 PM - 6:00 PM LADIES HOSPITALITY ROOM WITH ENTERTAINMENT -- CHURCHILL ROOM  
7:30 PM - 11:00 PM TEEN DANCE -- JUNIOR BALLROOM



# NTION AND TOURNAMENT

-- DALLAS, TEXAS

# IDA

## WEDNESDAY, CONT'D

- 7:30 PM - 12:00 AM** THE MILLER LITE AWARDS PRESENTATION & DANCE  
**8:15 PM - 8:45 PM** TROPHIES & AWARDS PRESENTATIONS -- GRAND BALLROOM

## THURSDAY, AUGUST 8, 1996

- 7:30 AM** FIRST ROUND MEN'S GOLF TOURNAMENT  
**9:00 AM - 3:00 PM** SALES LOBBY OR MEZZANINE  
**9:00 AM - 1:00 PM** DALLAS ZOO TOUR & LUNCH  
**9:00 AM - 5:00 PM** SIX FLAGS TRIP  
**10:00 AM - 1:00 PM** NATIONAL WOMEN'S COMMITTEE MEETING -- GRAND BALLROOM  
**1:00 PM - 2:00 PM** NATIONAL WOMEN'S COMMITTEE -- HORS D'OEUVRES BUFFET  
**2:00 PM - 5:00 PM** CHILDREN'S BINGO -- SILVER ROOM  
**2:30 PM - 5:00 PM** LADIES BINGO -- GRAND BALLROOM  
**2:00 PM - 5:00 PM** MEN'S HOSPITALITY ROOM -- SILVER ROOM  
**7:00 PM - 12:00 AM** COORS PARADE OF COLORS -- DALLAS CONVENTION CENTER

## FRIDAY, AUGUST 9, 1996

- 7:30 AM** FINAL ROUND MEN'S GOLF TOURNAMENT  
**10:00 AM - 11:30 AM** MAGICIAN FOR ENTIRE FAMILY  
**1:00 PM - 3:30 PM** LAST CALL FOR FUN AND RELAXATION: FACIALS FOR THE LADIES AND CLOWN & FACE PAINTING FOR THE KIDS -- GARDEN ROOM  
**1:00 PM - 4:00 PM** WEST END MARKETPLACE TOUR: SHOPPING, RESTAURANTS, MOVIES, ARCADES AND PLANET HOLLYWOOD  
**7:30 PM - 12:00 AM** ANHEUSER-BUSH AWARDS PRESENTATION & DANCE  
**8:00 PM** AWARDS PRESENTATION -- DALLAS CONVENTION CENTER  
HAVE A SAFE TRIP HOME

**El Paso  
National 1995**



**SCHEDULE OF EVENTS**

XXXVIII ANNUAL  
P. A. G. A. NATIONAL TOURNAMENT  
AND CONVENTION  
AUGUST 7, 8, 9, 10, 11, 1995  
NATIONAL HEADQUARTERS  
AIRPORT HILTON  
2027 AIRWAY BLVD  
EL PASO, TEXAS

<b>MONDAY AUGUST 7, 1995</b>	9AM - 11AM	Ladies and Juniors Practice Rounds (Call in for Tee Times)	Ascarate
	10 AM - 6 PM	Registration, Welcome and "Skins"	Hilton
	10 AM - 6 PM	Exhibits, Souvenir Sales	Hilton
	4 PM - 6 PM	Seniors Meeting	Hilton
	3 PM - 6 PM	Hospitality Room "El Paso" w/Trio COORS BEER and Refreshments	Hilton
	7 PM - 10 PM	Welcome Party with Mariachis	Hilton

<b>TUESDAY AUGUST 8, 1995</b>	7 AM - 7:30 AM	Coffee, Juice, Pastries for Ladies and Juniors	Ascarate
	7:30 PROGRESSIVE	First Round for Ladies (Ladies--Pick Up Lunch after 1st nine)	Ascarate
	7:30 PROGRESSIVE	1st Round PEPSI Junior Golf Tourney	Ascarate
	8 AM - 9 AM	Men's Handicap Meeting AB Theatre	Hilton
	9 AM - 12 PM	Men's Delegate Meeting and Elections AB Theatre	Hilton
	10 AM - 6 PM	Registration, Souvenir Sales, Skins	Hilton
	10 AM - 4 PM	Westside Tour, Ft. Bliss, Scenic Drive UTEP, Sunland Park Mall	Hilton/Bus
	12:30 PM 1:30PM	Men's Delegate Luncheon	Alexandro's
	1 PM - 3:30PM	Magic Show for Kids	Hilton
	3 PM - 5PM	Sal Valdez Memorial Golf Clinic (Food, Beverages and Goodie Bag)	Ascarate
	3 PM - 6 PM	Hospitality Room	Hilton
	7 PM - 10 PM	Party with Mariachis Poolside	Hilton
	6 PM - 10 PM	Baseball Game-El Paso Diablos (Optional Event)	Hilton/Bus

*The El Paso P. A. G. A. wishes to honor its life-time members:*

Frank Monsisvalz	Mike Reut	Ray Zuloaga	Cando Rosas
Johnny Ortega	Tom Rosas Sr.	Romulo Monsisvalz	Mike Diaz

<b>WEDNESDAY AUGUST 9, 1995</b>	7 AM - 7:30 AM	Coffee, Juice, Pastries for Ladies/Juniors	Ascarate
	7:30 AM PROGRESSIVE	Final Round for Ladies and PEPSI Juniors	Ascarate
	7:30 AM - SHOTGUN	Men's Senior Tournament 0 - 11.5 11.6 - 17.9 18 - 36	Dos Lagos Ft. Bliss Cielo Vista
	IMMEDIATELY FOLLOWING ROUND	Luncheon at Respective Golf Courses for Ladies, Juniors, and Seniors	at Golf Courses
	10 AM - 6 PM	Registration, Souvenirs, Skins	Hilton
	10 AM - 4 PM	Eastside Tour/Brass Shop, Missions, Speaking Rock Casino and Lunch	Hilton/Bus
	10 AM - 4 PM	Putt Putt Golf and Games for Kids	Hilton/Bus
	3 PM - 5 PM	Hospitality Room/Trio	Hilton
	7 PM - 10 PM	Teen Dance-Disco & Light Show refreshments & snacks provided (Chaperoned)	Hilton/Bus to Marriot
	8 PM - 12 AM	Awards Presentation Dance with one of the region's Top Band TEJAS Ladies, Juniors, and Seniors, Winner	Hilton

<b>THURSDAY AUGUST 10, 1995</b>	7 AM - 12 PM	Men's First Round	8 Golf Courses
	9 AM - 3 PM	PEPSI/B. & S. Olympic Games for Kids (food and beverages provided)	Hilton/Bus
	9:30 AM - 10 AM	Ladies Coffee, Pastries	Hilton
	10 AM - 12 PM	National Meeting-All Ladies (Oakwood Room)	Hilton
	1 PM - 3 PM	Ladies Party Margaritas/Trio (Rosewood Room) ***Ladies ONLY**	Hilton
	3 - 6 PM	Hospitality Room w/ Live Music	Hilton
	8 PM - 12 AM	Parade of Colors Dance at the El Paso Civic Center with RHAPSODY	Civic Center
6:45 PM - 12:30AM	(Round Trip Shuttle LBus Service from Airport Hilton to Civic Center) or pay \$3.00 parking fee on your own	Hilton/Buses	

<b>FRIDAY AUGUST 11, 1995 (IF YOU ARE STILL ALIVE)</b>	7 AM - 12 PM	Men's Final Round	Golf Courses
	10 AM - 4 PM	Mexico Tour/Family Event	Hilton/Bus
	3 PM - 6 PM	Hospitality Room w/COORS	Hilton
	8 PM - 12 AM	Awards Presentation and Dance at El Paso Civic Center with TEJAS	Civic Center
	8 - 8:30 PM	National P.A.G.A. Hall of Fame Inductee Presentation	Civic Center
	6:45 PM - 12:30AM	(Round Trip Shuttle Bus Service from Airport Hilton to Civic Center)	Hilton/Buses





**Ft Worth  
National 1994  
37TH P.A.G.A. NATIONAL T**

**August 8-9-10-11-12, 1**

**Headquarters - Radisson Plaza**

## Schedule

<b>Monday - Aug. 8</b>	9am - 5pm	Registration	West Promenade-Radisson
	2pm - 5pm	Hospitality	TBA - Radisson
	8pm - 10:30pm	Hospitality	Ramada - Downtown
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<b>Tuesday - Aug. 9</b>	7:30am-12:30pm	Golf - Ladies & Juniors	Rockwood GC
	9am - Noon	Registration	West Promenade-Radisson
	8am - 9am	Handicap Meeting	Crystal A - Radisson
	9am - Noon	Delegates Meeting	Crystal AB - Radisson
	Noon - 1pm	Delegates Luncheon	Crystal AB - Radisson
	** Noon - 3pm	Omni Theater <i>Sign up at time of registration</i>	Meet West Promenade
	2pm - 5pm	Hospitality	TBA
8pm - Midnight	Party with Music	TBA	
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<b>Wednesday-Aug. 10</b>	7:30am-12:30pm	Golf - Ladies & Juniors	Rockwood GC
	7am- 12:30pm	Seniors & Super Seniors	Pecan Valley GC
	9am - 7pm	Registration	West Promenade-Radisson
	** Noon - 4pm	Fort Worth Zoo <i>Sign up at time of registration</i>	Meet West Promenade-Rad.
	2pm - 5pm	Hospitality	TBA
	7pm - 8pm	Ladies & Juniors Trophy Presentation	Crystal ABCD - Radisson
	8pm - Midnight	Tee- Off Dance	Crystal ABCD - Radisson
9pm - Midnight	Teenage Dance	Texas Ballroom-3rd Floor-Rad.	

\*\* Transportation will be furnished.

# TOURNAMENT & CONVENTION

**at Fort Worth, Texas**

**at 815 Main St. Downtown**

## of Events

<b>Thursday - Aug. 11</b>	7:30am-12:30pm	Men's Tournament	Squaw Creek, Lost Creek, Pecan Valley-Hills & River, Meadowbrook, Rockwood.
	9am- 10am	Ladies Coffee	Crystal D - Radisson
	10:30am - Noon	Ladies Meeting	Crystal D - Radisson
	2pm - 5pm	Hospitality	TBA
**	9am - 6pm	Six Flags	TBA
	2pm - 4pm	Fashion Show	Crystal AB - Radisson
	6pm - 7pm	Seniors Trophy Presentation	E. Exhibit Hall - Conv. Ctr.
	8pm - Midnight	Parade of Colors	E. Exhibit Hall - Conv. Ctr.

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<b>Friday - Aug. 12</b>	7:30am-12:30pm	Men's Tournament	Squaw Creek, Lost Creek, Pecan Valley-Hills & River, Meadowbrook, Rockwood
**	9am - 6pm	Wet & Wild	TBA
**	10am - 1pm	Ladies Tour	Meet West Promenade-Rad
	2pm - 5pm	Hospitality	TBA
	2pm - 4pm	Ladies Wine & Cheese	Crystal D - Radisson
	7pm - 8pm	Trophy Presentation	East Exhibit Hall -Conv. Ctr.
	8pm - Midnight	Awards Dance	East Exhibit Hall - Conv. Ctr.

\*\* Transportation will be furnished.



LINCOLN PLAZA  
HOTEL & CONVENTION CENTER



Welcomes you to OKC in '93

**PAN AMERICAN PROGRAM**  
(Events & Times Subject to Change)

**MONDAY, AUGUST 2, 1993**

10AM-8PM	Welcome & Registration	Blue Room
10AM-	Exhibits & Sales	Senate Room
1PM-4PM	Hospitality	Congress Room
4PM	Pre-Tournament Meeting with Ladies & Juniors	Cherokee Room
5PM	Seniors Meeting	Cherokee Room
7PM	Welcome Party	Pool Side

**TUESDAY, AUGUST 3, 1993**

7:30AM	First Round Ladies & Juniors Tournament	Lincoln Golf Course "East"
8AM-9AM	Handicap Meeting	Cherokee Room
9AM-12N	National Delegates Meeting	Cherokee Room
10AM-8PM	Registration	Blue Room
10AM	Exhibits & Sales	Senate Room
1PM-4PM	Hospitality	Congress Room
1PM	Delegates Luncheon	Mr Spriggs
3PM	Men's Long Drive & Putting Contest	Lake Hefner Golf Course
7PM	Folkloric Dancers	Gold Crown Room
8PM-12MN	Dance	Gold Crown Room

**WEDNESDAY, AUGUST 4, 1993**


7:30AM	Second Round Ladies & Juniors Tournament	Lincoln Golf Course "East"
7:30AM	Seniors Tournament	Trosper Golf Course
10AM-8PM	Registration	Blue Room
10AM	Exhibits & Sales	Senate Room
2PM-5PM	Family Party (Music) (Hotel will sell Hamburgers & Hot Dogs)	Pool Side
7PM-8PM	Trophy Presentation Seniors-Ladies-Juniors	Gold Crown Room
8PM-12MN	Tee Off Party/Dance	Gold Crown Room

**THURSDAY, AUGUST 5, 1993**

7AM	First Round Men's Tournament	All Courses
10AM-11:30AM	Ladies Auxiliary Delegate Meeting	Cherokee Room
10AM-2PM	Ladies & Children Tour	Mall
11:30AM	Lady Delegates Luncheon	Blue Room
7PM-12MN	Dance	Gold Crown Room
8PM	Parade of Colors	Gold Crown Room

**FRIDAY, AUGUST 6, 1993**

7AM	Second Round Men's Tournament	All Courses
9AM-3PM	Ladies Activities (Avon Showcase)	Senate Room
11AM	Clown Show	Cherokee Room
2PM-5PM	Teen Dance (Hotel will sell Hamburgers & Hot Dogs)	Pool Side
7PM	Dance	Gold Crown Room
8PM	Trophies Presentation	Gold Crown Room

		<b>San Antonio National 1992</b> <b>35TH ANNUAL NATIONAL TOUR</b> <b>AUGUST 3, 4</b> <b>HOLIDAY INN RIV</b> <b>110 LEXING</b> <b>(HEADQU)</b>	
SAN ANTONIO			
DATE	TIME	ACTIVITY	FACILITY
AUGUST 3 (Monday)	1 pm to 9 pm	Registration	Coronado Ballroom
	3 pm to 8 pm	Hospitality	Governor's Suite
	8 pm to 12 pm	Poolside Party	Second Floor Pool
AUGUST 4 (Tuesday)	7:30 am to 12:30 pm (Ladies tournament in memory of Priscilla Torres)	Ladies & Juniors Tournaments	Riverside G.C.
	11 am to 9 pm	Registration	Coronado Ballroom
	8 am to 9 am	Handicap Meeting	Santa Fe Room
	9 am to 12 pm	Delegates Meeting	Santa Fe Room
	12 pm to 1 pm	Delegates Luncheon	Rapids Terrace
	2 pm to 5 pm	Hospitality	Governor's Suite
	5 pm to 9 pm (British Open Champion Bill Rogers Golf Clinic)	National Driving & Putting Contest (\$1.00 ea.) (Ladies & Men)	Brack Polo Field (915 E. Mulberry Ave.)
	8 pm to 12 pm	Poolside Party	Second Floor Pool
AUGUST 5 (Wednesday)	7:30 am to 12:30 pm	Ladies & Juniors Tournaments	Riverside G.C.
	7:30 am to 12:30 pm	Seniors Tournament	Willow Springs Olmos Basin Mission Del Lago Kelly AFB
	9 am to 7 pm	Registration	Coronado Ballroom
	9 am to 1 pm	Downtown Tours (El Mercado) (The Alamo) (Tower of Americas)	Sign-up in Lobby (Trolleys Available)
	8 pm to 12 pm	Tee-Off Dances (Randy Garibay & La Tropa 'F')	Coronado & Rio Grande Ballrooms (Headquarters)
AUGUST 6 (Thursday)	7:30 am to 12:30 pm	Men's Tournament	Willow Springs Olmos Basin Riverside Cedar Creek Mission Del Lago Kelly AFB Lackland AFB Northcliffe C.C.

**CONVENTION & MEETING  
 , 6, 7, 1992**
**WALK NORTH  
 1000 N. AVE.**
**(SUNDAY)**
**DATE**
**TIME**
**ACTIVITY**
**FACILITY**
**AUGUST 6  
 (Thursday)**

9 am to 10 pm

Ladies Coffee

Santa Fe Room

10 am to 12 pm

Ladies Aux. Meeting

Santa Fe Room

12 pm to 3 pm

Kids Zoo Tour

 Sign-up in Lobby  
 (Transportation  
 Furnished)

4 pm to 6 pm

Teen Dance

Rio Grande Ballroom

6 pm to 8 pm

 Boarding River  
 Barges at N/C

 Holiday Inn Riverwalk  
 (Headquarters)

8 pm to 12 pm

 Parade of Colors Dance  
 (Rivercity Band)

 Henry B. Gonzalez  
 Convention Center

11 pm to 12:30 am

 Boarding VIA Buses  
 at N/C

 Henry B. Gonzalez  
 Convention Center

**AUGUST 7  
 (Friday)**

7:30 am to 12:30 pm

Men's Tournament

 Willow Springs  
 Olmos Basin  
 Riverside  
 Mission Del Lago  
 Cedar Creek  
 Kelly AFB  
 Lackland AFB  
 Northcliffe C.C.

9 a.m. to 3 pm

 Ladies Tours  
 (Fiesta Texas)  
 (Sea World)

 Sign-up in Lobby  
 (VIA Buses will be  
 Furnished at N/C)

3 pm to 6 pm

Hospitality

Governor's Suite

3 pm to 5 pm

Ladies Bingo

Pecos Room

6 pm to 7 pm

 Boarding River  
 Barges at N/C

 Holiday Inn Riverwalk  
 (Headquarters)

7 pm to 8 pm

 Trophy Presentation  
 Awards

 Henry B. Gonzalez  
 Convention Center

8 pm to 12 pm

 Awards Dance  
 (Bandango Band)

 Henry B. Gonzalez  
 Convention Center

11 pm to 12:30 am

 Boarding VIA Buses  
 at N/C

 Henry B. Gonzalez  
 Convention Center

*THANKS FOR COMING TO THE HOME OF THE PAGA  
 HAVE A SAFE TRIP AND SEE YOU IN OKLAHOMA CITY*



Austin  
National 1991

# PAN AMERICAN GOLF NATIONAL CONVENTION

August 12th

Activity	Time	Facility
<b>August 12, 1991</b>		
Registration For All Activities ...	11:00AM-6:00PM .....	Salon A-D
Hospitality .....	11:00AM-6:00PM .....	Salon A-D
Elect Stacy Lopez for Secretary Hospitality Party .....	7:00PM-9:00PM .....	Salon A-D
<b>August 13, 1991</b>		
Ladies Tournament .....	8:00AM-2:00PM .....	Jimmy Clay Golf Course
Junior Tournament .....	7:00AM-2:00PM .....	Jimmy Clay Golf Course
Handicap Meeting .....	8:00AM-9:00AM .....	Salon E-H
Delegates Meeting .....	9:00AM-12:30PM .....	Salon H
Registration .....	11:00AM-6:00PM .....	Salon A-D
Hospitality .....	11:00AM-6:00PM .....	Salon A-D
Pool Party .....	7:00PM-12:00Midnight .....	Pool
<b>August 14, 1991</b>		
Ladies Tournament .....	8:00AM-2:00PM .....	Jimmy Clay Golf Course
Junior Tournament .....	8:00AM-2:00PM .....	Jimmy Clay Golf Course
Senior Tournament .....	8:00AM-2:00PM .....	Lions Municipal & Morris Williams
Registration .....	11:00AM-6:00PM .....	Salon A-D
Mary Kay Presentation .....	3:00PM-4:00PM .....	Suite
Hospitality .....	11:00AM-6:00PM .....	Salon A-D
Tee Off Dance—Mexican Attire		
Band-Los Amigos .....	8:00PM-12: 00Midnight .....	Red Lion's Ballroom

# LF ASSOCIATION N AND TOURNAMENT 16th, 1991

Activity	Time	Facility
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## August 15, 1991

Men's Tournament.....	8:00AM-2:30PM .....	All Courses
Ladies Hospitality .....	8:00AM-10:00:AM .....	Suite
Teen Bowling .....	11:00AM-2:00PM.....	Show Place Lanes
Ladies Meeting .....	11:00AM-12:30PM .....	Salon E
Kids Activity—10 Yrs & Under ..	11:00AM-1:00PM.....	Salon G-H
Ladies Activity .....	12:30PM-2:00PM.....	Salon E
Hospitality .....	2:30PM-5:00PM .....	Salon A-C
Dance—Parade of Colors		
Band-Ruben Ramos .....	8:00PM-12:00Midnight.....	Palmer Auditorium

## August 16, 1991

Men's Tournament.....	8:00AM-2:30PM .....	All Courses
Ladies Hospitality .....	8:00AM-10:00AM .....	Suite
Teen Dance .....	12:00Noon-4:00PM .....	Salon A-C
Ladies Activity .....	2:00PM-4:00PM .....	Salon E
Kids Activity—10 Yrs & Under ..	2:00PM-4:00PM .....	Longhorn II & III
Hospitality .....	2:30PM-5:00PM .....	Salon D
Dance/Presentation		
Band-David Mares .....	6:00PM-12:00Midnight.....	Palmer Auditorium

## Helpful Numbers

<b>P.A.G.A. Information Center</b>	American Wrecker Service.....	443-6446
Red Lion Hotel .....	Roy's Taxi.....	482-0000
323-5446 Ext. 4870	Attorney Ken Shubb .....	474-4756

Pomona, CA  
National 1990

# "1990"

PAN AMERICAN GOLF ASSOCIATION

**POMONA CHAPTER  
P.O. BOX 1351  
POMONA, CA 91769**

INN AT THE PARK  
1855 SOUTH HARBOR BOULEVARD  
ANAHEIM, CA. 92802

**AGENDA**

**MONDAY JULY 2, 1990**

10:00am - 6:00pm	REGISTRATION
7:00pm - 11:00pm	HOSPITALITY

**TUESDAY JULY 3, 1990**

9:00am -	LADIES / JUNIORS TOURNAMENT
10:00am - 6:00pm	REGISTRATION
2:00pm - 5:00pm	CHILDRENS PARTY-POOL SIDE
7:00pm - 11:00pm	HOSPITALITY
7:00pm - 10:00pm	TEEN DANCE

**WEDNESDAY JULY 4, 1990**

8:00am - 9:00am	HANDICAP MEETING
9:00am - 12:30pm	MEN'S DELEGATE MEETING
10:00am - 6:00pm	FINAL REGISTRATION
12:30pm - 1:30pm	MEN'S DELEGATE LUNCHEON
8:00pm - 12:30am	OPENING CEREMONIES DANCE


**THURSDAY JULY 5, 1990**

7:00am -	MEN'S / SENIORS TOURNAMENT
10:00am - 12:00pm	LADIES DELEGATE MEETING
12:00pm - 1:00pm	LADIES DELEGATE LUNCHEON
1:00pm - 3:00pm	LADIES FASHION SHOW
2:00pm - 5:00pm	HOSPITALITY
8:00pm - 12:30am	PADADE OF COLORS DANCE

**FRIDAY JULY 6, 1990**

7:00am -	REGISTRATION
2:00pm - 5:00pm	HOSPITALITY
8:00pm - 12:30am	AWARDS PRESENTATION DANCE

## IX. Appendix VI – Schedule of Events for Winter and Seniors

		Mercedes Seniors 2005
<b>SENIORS</b>		<b>2005</b>
NATIONAL PAN AMERICAN GOLF ASSOCIATION SENIORS MEETING AND GOLF TOURNAMENT SCHEDULE		
FRIDAY MAY 27, 2005		
EARLY REGISTRATION, SOUVENIR SALES AND SKINS FOR TOURNAMENT PLAY	4 – 8 P.M.	HOWARD JOHNSON (H.Q.) BANQUET ROOM
WELCOME AND SOCIAL HOUR GOLF PRACTICE ROUND	6 – 9 P.M. (ALL DAY OPTIONAL)	DONNA, TEXAS BY THE POOL – HOWARD JOHNSON
SATURDAY MAY 28, 2005		
REGISTRATION – SALES – SKINS	8 A.M. – 8 P.M.	HOWARD JOHNSON
DELEGATE BREAKFAST	7:30 – 8:30 A.M.	HOWARD JOHNSON
DELEGATE MEETING	9 A.M. – 1 P.M.	CRAFT CENTER
FAMILY TOUR (MEXICO SHOPPING SPREE)	9 A.M. – 1 P.M.	FREE TRANSPORTATION FROM HOWARD JOHNSON
OPEN TOURNAMENT	1 P.M. LLANO GRANDE COUNTRY CLUB - MERCEDES, TEXAS	SHOT GUN START
SOCIAL GATHERING BOTANA – DRINKS KEREROKE AND LETS ALL HAVE FUN	6 – 9 P.M.	BY THE POOL HOWARD JOHNSON
SUNDAY MAY 29, 2005		
SENIOR'S TOURNAMENT SHOT GUN START	8 A.M.	LLANO GRANDE - MERCEDES, TEXAS TREASURE HILLS CC - HARLINGEN, TEXAS LOS LAGOS - EDINBURG, TEXAS TIERRA DEL SOL - PHARR, TEXAS
AWARDS PRESENTATION- DINNER	5 – 7 P.M.	HOWARD JOHNSON
DINNER – 5 TO 6 P.M. – SERVING WILL STOP AT 6 P.M.		HOWARD JOHNSON
ENTERTAINMENT BY SONIA CHAPA AND THE FLAMENCO DANCERS	5:30 TO 6P.M.	
DANCE (BYOB)	7 – 11 P.M.	HOWARD JOHNSON
IRVING P.A.G.A HOSPITALITY ROOM	2:30 TO 4:30 P.M.	HOWARD JOHNSON

**Victoria  
Winter 2005**

**2005 National Pan American Golf  
Winter Meeting, Convention & Golf Tournament  
Victoria, Texas  
March 3, 4 & 5, 2005**

**Schedule of Events**

**Thursday, March 3, 2005**

- 5:00 p.m. to 9:00 p.m. - Early Registration at Holiday Inn  
Poolside Lobby (Holidome)
- 6:00 p.m. to 9:00 p.m. - Hospitality Suite at Holiday Inn  
Poolside Lobby (Holidome)

**Friday, March 4, 2005**

- 8:00 a.m. to 12:30 p.m. - Men's Delegate Meeting,  
Holiday Inn Meeting Rooms
- 8:00 a.m. to ??? p.m. - Registration Continues at Holiday Inn  
Holidome Lobby
- 12:30 p.m. to 1:30 p.m. - Men's Delegate Luncheon  
Holiday Inn Meeting Rooms
- 7:30 p.m. to ??? p.m. - Welcome Party at Holiday Inn  
Holidome Lobby

**Saturday, March 5, 2005**

- 7:30 a.m. Shotgun Start Golf Tournament at Victoria Country Club  
Riverside Golf Course and Colony Creek Country Club  
( Men's & Ladies )
- 9:00 a.m. - Ladies Delegate Meeting & Continental Breakfast  
at Holiday Inn
- 9:30 a.m. - Ladies Shopping Tour to Victoria Mall & Local Stores
- 11:00 a.m. - Ladies Style Show at Holiday Inn Holidome Lobby
- 6:00 p.m. to 8:00 p.m. - Awards Presentation, Entertainment, Food,  
Drinks, Raffle & Lots of Fun!
- 9:00 p.m. to 1:00 a.m. - Live Music & Dance Featuring The Crystals  
Victoria Community Center, Transportation from Headquarters  
will be available

Cover Photos by Doug Kidder

**Lubbock  
Seniors 2004**

National  
Pan American Golf Association  
Senior Tournament & Convention  
Lubbock, Texas  
May 28 – 30, 2004

**Schedule of Events****Thursday, May 27, 2004**

Welcome Hospitality & Social Hour (hosted by Lubbock Hispanic Chamber of Commerce)	6pm – 9pm	Ramada Inn (Headquarters)
Registration & Souvenir/Raffle Sales	6pm – 9pm	Ramada Inn

**Friday, May 28, 2004**

Delegates' Breakfast	7am – 8am	Ramada Inn
Delegates' Meeting	8am – 11am	Ramada Inn
Free Round of Golf	10am – 4pm	Shadow Hills Golf Course
Registration & Souvenir/Raffle	9am – 8pm	Ramada Inn
Food & Refreshments (for players playing the free round of golf)	11am – 5pm	Birdie's Grill
Pool Party with Mariachi Band	8pm – 10pm	Poolside @ Ramada Inn

**Saturday, May 29, 2004**

Open Tournament	7:30 Start	Texas Tech Rawls Golf Course Shadow Hills Golf Course
Ladies Golf Tournament	7:30 Start	Shadow Hills Golf Course
Registration & Souvenir/Raffle	8am – 7pm	Ramada Inn
Women's Health Awareness Debra Pugh, Personal Trainer Emily Sharp, Susan Komen Foundation	10am – 2pm	Ramada Inn
Food & Refreshments	5pm – 7pm	Ramada Inn
Awards	7pm – 8pm	Ramada Inn
DJ Music/Mariachi Band	7pm – 11pm	Ramada Inn

**Sunday, May 30, 2004**

Seniors Tournament	7:20am Start 7:30am Start 7:30am Start	Texas Tech Rawls Golf Course Shadow Hills Golf Course Meadowbrook Golf Course
National Women's Committee Meeting		
Meeting	10am – Noon	Ramada Inn
Luncheon	Noon – 1pm	Ramada Inn
Ladies Activities	1pm – 4pm	Ramada Inn
Style Show, Exhibits and Games		
Dinner	5pm – 7pm	Koko Palace
Dance and Awards	7pm – 12am	Koko Palace



**Santa Ana  
Winter 2004**

## **PAGA SANTA ANA HOSTS**

### **THE 2004 PAGA NATIONAL WINTER MEETING LAUGHLIN, NEVADA MARCH 26-27 2004**

#### **SCHEDULE OF EVENTS**

##### **THURSDAY - MARCH 25, 2004**

EARLY REGISTRATION & SOUVENIR SALES	HARRAH'S MBR*	4:00PM - 6:30PM
HOSPITALITY WELCOME RECEPTION	HARRAH'S HOTEL	7:00PM - 9:00PM

##### **FRIDAY - MARCH 26, 2004**

PRACTICE ROUND	ALL COURSES	7:00 AM
DELEGATES BREAKFAST	HARRAH'S MBR*	8:00AM - 9:00AM
CALL TO ORDER/INNOVATION	HARRAH'S MBR*	9:00AM - 9:30AM
NATIONAL PAGA REPORTS/ CHAPTER REPORTS	HARRAH'S MBR*	9:30AM - 10:30AM
BREAK	HARRAH'S MBR*	10:30AM - 10:45AM
NATIONAL DELEGATES MEETING NATIONAL PAGA PRESIDENTS REPORT/STATE OF THE PAGA	HARRAH'S MBR*	10:45AM - 12:00PM
NEW BUSINESS	HARRAH'S MBR*	12:00PM - 1:00PM
WOMENS COMMITTEE MEETING	HARRAH'S MBR*	1:00PM - 2:00PM
OUTLET MALL EXCURSION	LAUGHLIN	11:00AM- 1:00PM
REGISTRATION	HARRAH'S MBR	4:00PM- 6:30PM
WELCOME HOSPITALITY RECEPTION	HARRAH'S HOTEL	7:00PM - 9:00PM

##### **SATURDAY - MARCH 27, 2004**

GOLF TOURNAMENT	ALL FLIGHTS/ALL COURSES	7:00AM SHOTGUN
LADIES BINGO	RIVER PALMS CASINO	11:00AM- 12:30PM
AWARDS CEREMONY AND DANCE	HARRAH'S MBR*	8:00PM - 12:00AM

#### **\*MEETING AND BANQUET ROOMS**

**RIVER TRANSPORTATION AVAILABLE TO AND FROM CASINOS AT DISCOUNTED RATES**

**Harlingen  
Seniors 2003**

**National Pan-American Golf Association  
Seniors Meeting & Tournament  
Harlingen, Texas  
May 23-25, 2003**

**SCHEDULE OF EVENTS**

**Friday, May 23, 2003**

Registration (Early Arrivals) And Souvenir Sales	5 PM - 8 PM	Pan Am Bldg. - Tony Butler G.C.
Committee Meeting	4 PM - 7 PM	Pan Am Bldg. - Tony Butler G.C.
Hospitality & Social Hour	6 PM - 9 PM	Pan Am Bldg. Patio - Tony Butler G.C.

**Saturday, May 24, 2003**

Registration Continues (Skins Optional)	8 AM - 7 PM	Pan Am Bldg. Meeting Room - Tony Butler G.C.
Souvenir Sales Continues	8 AM - 6 PM	Pan Am Bldg. - Meeting Room Tony Butler G.C.
Delegates Breakfast & Meeting	7 AM - 11 AM	Pan Am Bldg. - Tony Butler G.C.
National PAGA Senior Ladies Tournament	8 AM - 12 NOON	Tony Butler Golf Course
Nuevo Progreso, Mexico Tours Open Tournament (\$50 Fee incl. Green Fee/ cart, food & refreshments)	10 AM - 3 PM 1:30 PM Shotgun	Pan Am Bldg. - Tony Butler G.C. Tony Butler Golf Course
Food & Refreshments after open tournament - <i>everyone welcome to this.</i>	6 PM - 8 PM	Pan Am Bldg. - Tony Butler G.C.
Hospitality & Social Hour	4 PM - 9 PM	Pan Am Bldg. Patio - Tony Butler G.C.

**Sunday, May 25, 2003**

National Seniors Tournament by Flights/Handicap	8 AM Shotgun	All Flights/All Courses † Tony Butler Municipal G.C. † Treasure Hills Country Club † Llano Grande Country Club † Brownsville Golf Center (C.C.)
Souvenir Sales Continues	9 AM - 12 NOON	Pan Am Bldg. Meeting Room - Tony Butler G.C.
National Women's Committee Meeting - Breakfast	9 AM - 10 AM	Nacho's Restaurant & Cantina
Awards Presentation & Dance	7 PM - 12 Midnight	Casa de Amistad



San Marcos  
Winter 2003

## SCHEDULE OF EVENTS

### THURSDAY- MARCH 20, 2003

Early Registration & Souvenir Sales	WELCOME HOME INN	4 p.m. - 6 p.m.
Hospitality Welcome Reception	SAN MARCOS RIVER PUB	6 p.m. - 8 p.m.
Karaoke & Dancing Entertainment	CLUB HOLLYWOOD	8 p.m. - 12 a.m.

### FRIDAY- MARCH 21, 2003

Registration & Souvenir Sales	WELCOME HOME INN	9 a.m. - 6 p.m.
National Board Meeting	WELCOME HOME INN	5 p.m. - 6 p.m.
Board of Advisors	WELCOME HOME INN	6 p.m. - 7 p.m.
Hall of Fame Committee	WELCOME HOME INN	7 p.m. - 8 p.m.
Welcome Hospitality Reception	WELCOME HOME POOL	7 p.m. - 9 p.m.
Late Registration & Souvenir Sales	WELCOME HOME INN	10 p.m. - 12 a.m.
VIP Hospitality Lounge	CLUB HOLLYWOOD	10 p.m. - 12 a.m.

### SATURDAY- MARCH 22, 2003

Golf Tournament	All Flights / All Courses	7:30 a.m. Shotgun
Shopping Excursion	OUTLET MALLS	9 a.m. - 12 p.m.
Lunch / More Shopping	HISTORIC GRUENE	12 p.m. - 3 p.m.
Ways & Means Committee	WELCOME HOME INN	1:30 p.m. - 2 p.m.
Constitution & Bylaws Committee	WELCOME HOME INN	2:00 p.m. - 2:30
Handicap Director's Workshop	WELCOME HOME INN	2:30 p.m. - 3 p.m.
Awards Dinner & Dance	CUAUHTEMOC HALL	7 p.m. - 12 a.m.

### SUNDAY- MARCH 23, 2003

Optional Golf Tournament	Quail Creek Country Club	8:30 a.m.
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**Waco  
Seniors 2002**

**National Pan-American Golf Association  
Seniors Meeting and Tournament  
Waco, Texas  
May 24-26, 2002**

**SCHEDULE OF EVENTS**

**Friday, May 24, 2002**

Registration (Early Arrivals) (Skins Optional) and Souvenir Sales	5 PM - 8 PM	Holiday Inn (HQ)
Hospitality and Social Hour	6 PM - 9 PM	Holiday Inn (HQ)

**Saturday, May 25, 2002**

Delegates Breakfast	7 AM - 8 AM	Holiday Inn (HQ)
Delegates Meeting	8 AM - 11 AM	Holiday Inn (HQ)
Registration Continues (Skins Optional)	8 AM - 7 PM	Holiday Inn (HQ)
Souvenir Sales Continues	8 AM - 6 PM	Holiday Inn (HQ)
National PAGA Seniors Ladies Tournament	8 AM - 12 Noon	Cottonwood Creek Golf Course
Local Area Tours	10 AM - 3 PM	Holiday Inn Lobby
Open Tournament (\$50 Fee incl. green fee/cart, food & refreshments)	1:30 PM Shotgun	Connally Golf Course
Food & Refreshments after open tournament - <i>everyone welcome to this.</i>	6 PM - 8 PM	Connally Golf Course Pavilion
Hospitality and Social Hour	4 PM - 9 PM	Holiday Inn (HQ)
Free Admission to Hammer Time Club	8 PM - 2 AM	Hammer Time

**Sunday, May 26, 2002**

National Seniors Tournament by Flights/Handicap	7:30 AM Shotgun	All Flights/All Courses
☛ Championship & First Flight	Bear Ridge Golf Club	
☛ Second & Third Flight	Connally Golf Course	
☛ Fourth & Fifth Flight	Cottonwood Creek Golf Course	
Souvenir Sales	9 AM - 12 Noon	Holiday Inn (HQ)
National Women's Committee Meeting - Contin. Breakfast at: Meeting at:	9 AM - 10 AM 10 AM-12 Noon	Holiday Inn (HQ)
Dinner	2 PM - 4 PM	El Conquistador
Awards Presentation & Dance	7 PM - 12 Midnight	Hammer Time Club

San Angelo  
Winter 2002**AGENDA****Thursday, March 21, 2002**

<i>5:00pm-9:00pm</i>	<i>Registration/Souvenir Sales</i>	<i>La Quinta Hotel</i>
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**Friday, March 22, 2002**

8:00am	National Officers/Board of Advisors Meeting	La Quinta Hotel
9:00am	National Junior Golf Assoc.	La Quinta Hotel
10:00am	Handicap Directors Workshop	La Quinta Hotel
12:00pm	Delegates Luncheon	La Quinta Hotel

**Dignataries**

Bishop Michael Pfeifer  
Mayor Rudy Izzard  
Councilman Joe Holguin  
City Manager Tom Adams  
State Representative Robert Junell

1:00pm -3:00pm TBA	Chapter Delegates Meeting Ladies Delegate Meeting	La Quinta Hotel La Quinta Hotel
6:00pm-7:30pm 8:00pm-10:00pm	Mariachis Alma Mexicana Texas Tejano DJ	La Quinta Hotel La Quinta Hotel
<i>8:00am-9:00pm</i>	<i>Registration/Souvenir Sales</i>	<i>La Quinta Hotel</i>

**Saturday, March 23, 2002**

7:30am and 12:30pm 7:30am	Golf Tournament Golf Tournament	Quicksand G.C. Riverside G.C.
7:30am 11:00am to 3:30pm	Ladies Golf Tournament Ladies San Angelo Tour	Riverside G.C. Starts at La Quinta
6:00pm-8:00pm 8:00pm-12:00am	Dinner Awards Dinner/ Dance	Convention Center Convention Center

**Sunday, March 24, 2002**

9:00am	Sunday Game Golf Tournament	Quicksand G.C.
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Seguin  
Seniors 2001

**The Third Annual  
National Pan-American Golf Association  
Seniors Meeting and Tournament  
Seguin, Texas  
May 25-27, 2001**



## SCHEDULE OF EVENTS

### Friday, May 25, 2001

- Registration (Early Arrivals)..... 3 PM - 10 PM..... Holiday Inn - (HQ)  
and Souvenir Sales
- National PAGA Exec. Meeting..... 1:00 PM ..... Room TBA - (HQ)  
Constitution & Bylaws Re-View
- Hospitality and Social Hour ..... 7 PM - 10 PM ..... Holiday Inn - (HQ)

### Saturday, May 26, 2001

- Registration Continues (Skins Opt)..... 8 AM - 6 PM ..... Holiday Inn Lobby
- Souvenir Sales Continue
- National PAGA Delegates Meeting ..... 1:00 PM - ????. ..... Room - TBA
- Delegates Luncheon ..... 12 Noon - 1:00 PM ..... Holiday Inn Restaurant
- Local Area Tours / Other Events ..... 1 0:00 AM - 4:00 PM ..... Holiday Inn - Lobby
- National PAGA Sr's Ladies Tournament ... 8 AM - 12 Noon ..... Chaparral Country Club
- Men's Open Invitational Tournament..... 1 PM - Shotgun ..... Starcke Park Golf Course  
Fee \$45.00 - GF / Cart Incl. (Tentative) ..... Chaparral C. C. - If Needed
- Hospitality (BBQ) Refreshments ..... 6 PM - 8 PM ..... Starcke Park East Pavilion
- Dance / Refreshments / Awards ..... 7 PM - 10 PM ..... Starcke Park East Pavilion

### Sunday, May 27, 2001

- National Seniors Tournament ..... Shotgun at 7:30 AM ..... (All Flights / All Courses)  
By Flight (HDGP)
- Championship & First Flight ..... Starcke Park Golf Course..... Seguin
- 2nd. & 3rd. Flight ..... Chaparral Country Club..... Seguin
- 4th. & 5th. Flight (If Needed) ..... Las Palomas Golf Course..... La Vernia
- Souvenir Sales..... 9 AM - 12 Noon ..... Holiday Inn (HQ)
- National Women's Committee Meeting..... 10 AM - 12 Noon ..... Holiday Inn (HQ)  
And Complimentary Breakfast..... 9:00 AM - 10:00 AM
- Ladies Bingo & Games..... 10:00 AM - 1:00 PM ..... Holiday Inn
- Pool Site Hospitality ..... 2:00 PM - 4:00 PM ..... Holiday Inn
- Food & Refreshments ..... 5:30 PM - 7 PM ..... County Coliseum
- Awards Dance / Farewell (B. Y. O. B) ..... 8 PM - 12 Midnight ..... County Coliseum  
Music by TEXANNA

NOTE 1 - Shuttle vans will depart from the Holiday Inn (HQ) for all tours. Departure and arrival schedules will be provided at registration.

NOTE 2 - Other functions and activities will be added to the above schedule as dates and times are confirmed and will be provided at the National Convention in Houston and/or at the Winter Meeting in the year 2001.

**HAVE A SAFE TRIP HOME!!!!!!**



**Round Rock  
Winter 2001**

**PAN-AMERICAN GOLF ASSOCIATION**

P.O. BOX 822  
ROUND ROCK, TEXAS 78680

"CHISPAS COUNTRY"

NATIONAL PAN- AMERICAN GOLF ASSOCIATION  
WINTER MEETING AND TOURNAMENT  
ROUND ROCK, TEXAS  
MARCH 23 -25, 2001

**SCHEDULE OF EVENTS**

**FRIDAY, MARCH 23, 20001**

REGISTRATION	8 A.M. TO 9 P.M.	WINGATE HOTEL
SOUVENIR SALES	8 A.M. TO 9 P.M.	WINGATE HOTEL
DELEGATES LUNCHEON	12 NOON	WINGATE HOTEL
DELEGATES MEETING	1 P.M. TO 3 P.M.	WINGATE HOTEL
HOSPITALITY AND SOCIAL HOUR	7 P.M. TO 9 P.M.	WINGATE HOTEL

**SATURDAY, MARCH 24, 2001**

GOLF TOURNAMENT	7:30 A.M. SHOTGUN	1. FOREST CREEK ROUND ROCK, TX.
		2. CRYSTAL FALLS LEANDER, TX.
		3. DELAWARE SPRINGS BURNET, TX.

LADIES DELEGATES  
LUNCHEON  
LADIES DELEGATES  
MEETING  
AWARDS DINNER  
AND DANCE

12 NOON  
1:00 P.M. TO 3 P.M.  
5 P.M TO 12 A.M.

TO BE ANNOUNCED  
WINGATE HOTEL  
ST. WILLIAM PARISH  
HALL

**SUNDAY, MARCH 25,2001**  
DEPARTURES

**Wichita, KS  
Seniors 2000****PAGA 2000 National Seniors Convention & Golf Tournament****SCHEDULE OF EVENTS****Friday, May 26<sup>th</sup>**

Registration & Skins	9 AM - 10 PM	Marriott Hospitality Lounge
Souvenir Sales	9 AM - 10 PM	Marriott Hospitality Lounge
Hospitality	2 PM - 10 PM	Marriott Hospitality - Atrium
National Executive's Meeting	4 PM - 6 PM	Marriott Executive Boardroom
Greyhound Park Group Party	6:30 PM - 10 PM	Leave Lobby @ 6 PM

**Saturday, May 27<sup>th</sup>**

Registration & Skins	9 AM - 10 PM	Marriott - Atrium
Souvenir Sales	9 AM - 11 PM	Marriott - Atrium
Tours (1)	Time TBD	Meet at Marriott Lobby
Regular Men's/Ladies Tournament	Progressive Tee Times (see Pairings for T-Time)	
Championship Flight	Pawnee Prairie Golf Course	
1 <sup>st</sup> Flight	Pawnee Prairie Golf Course	
2 <sup>nd</sup> Flight	MacDonald Park Golf Course	
3 <sup>rd</sup> Flight	MacDonald Park Golf Course	
Delegate's Luncheon	Noon	Angela's Cafe, 10901 E. Kellogg
National Delegates Meeting	1 PM - 5 PM	Marriott - Wichita Ballroom, Salon 2
National Ladies Committee Mtg	2 PM - 4 PM	Marriott - Topeka Room
Hospitality	Noon - 7 PM	Marriott - Lake and Atrium (Mariachis 4:30PM-6PM)
Dinner & Dance (Adults Only)	7:00 - 1 AM	Marriott - Ballrooms E-H and Atrium (Mariachis 7-8:30PM, Band @ 9PM)

**Sunday, May 28<sup>th</sup>**

PAGA Seniors Tournament	Progressive Tee Times (see pairings for T-Time)	
Championship Flight	L. W. Clapp Park Golf Course	
1 <sup>st</sup> Flight	L. W. Clapp Park Golf Course	
2 <sup>nd</sup> Flight	Sim Park Golf Course	
3 <sup>rd</sup> Flight	Sim Park Golf Course	
Junior's Tournament	Sim Park Golf Course	
Tours (1)	Time TBD	Meet at Marriott Lobby
Hospitality	Noon - 5 PM	Marriott Hotel - Lake and Atrium
Awards Presentation	5 PM	Marriott Hotel - Atrium

God Bless All Participants & Attendees And May You Have A Safe Trip Home

**Harlingen  
Winter 2000**

**NATIONAL PAGA WINTER CONFERENCE  
MARCH 23-24-25 2000  
HARLINGEN, TEXAS**

**SCHEDULE OF EVENTS**

<u>Date</u>	<u>Event/Activity</u>	<u>Time</u>	<u>Location</u>
Thursday Mar.23	Registration/Welcome	5pm to 9pm	PAGA Club
Friday March 24	Registration/Welcome	8am to 10pm	PAGA Club
	Delegate Luncheon	12:00 Noon	Best Western
	Delegate Meeting	1pm to 3pm	Best Western
Saturday Mar.25	Golf Tournament	8:00am	Tony Butler Tierra Santa River Bend
	Ladies Delegate Meeting	8:30am to 11:00am	Tila's Rest
	Ladies Delegate Luncheon	11:30am to 12:30pm	PAGA Club
	Ladies Trip to Mexico	1:00pm to 4:30pm	PAGA Club
	Awards Dance	9pm to 1am	Casa Del Sol
Sunday Mar.26	Departures		

PAGA Club 2640 S. M St. Harlingen, Tx

Best Western Exp.83 and Stuart Place Rd. Harlingen, Tx 956-425-7070.

Tony Butler Golf Course 2640 S. M St. Harlingen, Tx 956-423-3934.

Tierra Santa Golf Course 1901 Club De Amistad Weslaco, Tx 1-800-838-5769.

River Bend Golf Course Hwy 281 Brownsville, Tx 956-548-0192.

Tila's Restaurant 906 Dixieland Rd Harlingen, Tx 956-423-5471.

Casa Del Sol 221 E. Madison Harlingen, Tx.

**Amarillo  
Seniors 1999**

**1999 1st Annual Seniors National PAGA Convention/Tournament  
May 27 - 28 - 29 - 30  
Amarillo, Texas**

**AGENDA**

**THURSDAY, MAY 27**

5:00 p.m. - 8:00 p.m.	Registration	Holiday Inn - Dome Area
5:00 p.m. - 8:00 p.m.	Merchandise Sales	Holiday Inn - Dome Area

**FRIDAY, MAY 28**

10:00 a.m. - 6:00 p.m.	Registration	Holiday Inn - Dome Area
10:00 a.m. - 6:00 p.m.	Merchandise Sales	Holiday Inn - Dome Area
10:00 a.m. - 6:00 p.m.	Skins	Holiday Inn - Dome Area
(Declare your 4-man team)		
Practice Rounds on all Golf Courses		
4:00 p.m. - 10:00 p.m.	Ladies Game Room	Holiday Inn - Dome Area
6:00 p.m. - 10:00 p.m.	Music Entertainment	Holiday Inn - Dome Area
	Abundio Ortiz - Dallas, TX	
4:00 p.m. - 11:00 p.m.	Hospitality by PAGA Seniors of Amarillo	Holiday Inn - Dome Area
8:00 p.m. - 10:00 p.m.	Hospitality by PAGA Austin, TX	West End of Holiday Inn Dome Area

**SATURDAY, MAY 29**

7:30 -	PAGA Men/s Regular Tournament	Palo Duro Creek
7:30 -	Ladies Tournament	Palo Duro Creek
8:00 - 9:00	Handicap and Tournament Chairmen's Meeting	Brahma Room
9:00 - 12:00	Men's National Delegate Meeting	Brahma Room
10:00	Registration	Holiday Inn - Dome Area
10:00	Merchandise Sales	Holiday Inn - Dome Area
10:00	Skins	Holiday Inn - Dome Area
10:00 - 3:00	Ladies Tour/Route 66 and Mall	
12:00 - 1:00	Men's National Delegate Luncheon	Charolais Room
2:00 - 4:00	Music Entertainment	Holiday Inn - Dome Area
	Abundio Ortiz, Dallas, TX	
8:00 - 1:00	Dance	Cal Farley's Convention Center
	San Antonio's own Patsy Torres	

**SUNDAY, MAY 30**

7:30	Seniors Golf Tournament	Tomahawk Golf Course and Ross Rogers East Golf Course
10:00	Ladies Brunch	Poolside Area
3:00	Awards Presentation	Holiday Inn - Dome Area

**HAVE A SAFE TRIP HOME AND WE WILL SEE YOU IN KANSAS CITY**



# X. Appendix VII - Forms



**The National  
Pan-American Golf Association  
2005 National Convention and Tournament  
Hosted by Irving, Texas PAGA**



Chapter \_\_\_\_\_ Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

Chapter minimax # \_\_\_\_\_

Name (Last First)	MiniMax #	USGA Index	Men's Tour \$190.00	Spouse/Guest	Ladies Tour \$90.00	Junior Age	Sex MF	Jr. Index	# of non-golfing children	Social Non-golfer Couple \$100. Ind \$70.	Total Due Each Member
1											
2											
3											
4											
5											
6											
7											
8											
9											
10											
11											
12											
13											
14											
15											
<b>Total Due To Irving PAGA</b>											
<b>Sub-totals</b>											

For additional information contact:  
 Rafael Villarreal 817 416-0557  
 Cell 817 614-6145  
 email: rafv@earthlink.net  
 Mario Najera 214 324-1357  
 Cell 214 208-4638  
 email: najeram@msn.com

In Accordance to tournament by laws, mail entry form's copies for verification to:  
 Jesse Vicinaiz, National Tournament Director  
 210 East 7th Street  
 Los Fresnos, Texas 78566

Deadline: June 25, 2005  
 Mail Entry form and one club check  
 Irving PAGA  
 P.O.Box 153094  
 Irving, Texas 75015



**47th National Tournament & Convention  
San Antonio, Texas  
July 26-30 2004**

**Men's Entry Form**

Chapter	Name (last name first)	Spouse (first name)	Index	Handicap	Social (\$70 each)	Player (\$190.00)	Total Due	Phone Number
1								
2								
3								
4								
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9								
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15								
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17								
18								
19								
20								

Deadline: June 26, 2004  
Mail entry form and one club check:  
San Antonio PAGA  
2300 Ave. B  
San Antonio, Texas 78215

In accordance to tournament by-laws, mail entry form/s  
copies for verification to:  
Jesse Vicinalz, National Tournament Director  
210 East 7th Street  
Los Fresnos, Texas 78566

for additional information contact:  
Jesse Garza, Jr.  
210-433-2889 home  
210-223-4041 archives  
210-867-4061 cell  
Joe Rodriguez  
210-725-2609 cell



**47th National Tournament & Convention  
San Antonio, Texas  
July 26-30 2004**

**Women's Entry Form**

Chapter	Contact		Phone Number	
	Name (last name first)	Spouse (first name)	Index	Handicap
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

for additional information contact:  
 Jesse Garza, Jr.  
 210-433-2889 home  
 210-223-4041 archives  
 210-867-4061 cell  
 Joe Rodriguez  
 210-725-2609 cell

In accordance to tournament by-laws, mail entry form/s  
 copies for verification to:  
 Jesse Vicinatz, National Tournament Director  
 210 East 7th Street  
 Los Fresnos, Texas 78566

Deadline: June 26, 2004.  
 Mail entry form and one club check:  
 San Antonio PGA  
 2300 Ave. B  
 San Antonio, Texas 76215



47th National Tournament and Convention  
San Antonio, Texas  
July 26-30 2004

Junior's Entry Form

Chapter \_\_\_\_\_ Contact \_\_\_\_\_ Phone Number \_\_\_\_\_

	Name (last name)	(first name)	male	female	age	comments
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						

Deadline: June 26, 2004  
Mail entry form  
San Antonio PAGA  
2300 Ave. B  
San Antonio, Texas 78215

for additional information contact: Jesse Garza, Jr.  
210-433-2889 home - 210-223-4041 archives - 210-867-4061 cell  
Joe Rodriguez - 210-725-2609 cell



**PAN AMERICAN GOLF ASSOCIATION -AUSTIN, TEXAS**  
**JULY 28, 2003 - AUGUST 1, 2003**

**INDIVIDUAL REGISTRATION FORM**

**A REGISTRATION FORM IS REQUIRED FOR EACH GOLFER AND/OR SOCIAL MEMBER - Deadline is JUNE - 15, 2003**

PAGA Chapter Name: \_\_\_\_\_

Golfer's Name:	FIRST:	LAST:
Address	STREET:	CITY:
	STATE:	ZIP:
Phone	( )	DATE OF BIRTH (Seniors only)

MEN GOLFER	SENIOR GOLFER	LADIES GOLFER	JUNIOR GOLFER
( )	( )	( )	BOY ( ),GIRL ( ) AGE ( )

MINIMAX HANDICAP INDEX # and HANDICAP SENIOR PLAYERS MARK (x)	
--	--

PLACE (X) ON THE DAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY
YOU PLAN TO ARRIVE					

**\*\*\*\*\* GOLFER'S FEES: MEN - \$185.00 LADIES - \$ 95.00**

**SOCIAL MEMBER FEES: \$100.00**

SPOUSE AND/OR GUEST NAME LADY GOLFER: YES ( ) NO ( )	FIRST:	LAST:
CHILDREN NAMES	FIRST:	LAST: age:
	FIRST:	LAST: age:
	FIRST:	LAST: age:
	FIRST:	LAST: age:

**OPTIONAL TOURS AND ACTIVITIES**

\*\*\*\*\*INDICATE NUMBER THAT PLAN TO ATTEND - SO THAT ADEQUATE TRANSPORTATION CAN BE FURNISHED

	SENIORS (55)	ADULTS	CHILDREN
WEDNESDAY - OUTLET MALL SHOPPING	#( ) NONE	#( ) NONE	#( ) NONE
THURSDAY - BOB BULLOCK MUSEUM & STATE CAPITAL	#( ) \$10.00@	#( ) \$12.00	#( ) \$ 8.00
THURSDAY - POOL PARTY AT THE HYATT-HEAD QUARTERS	-----	-----	# ( ) NO BUS
FRIDAY - AUSTIN'S SOUTH CONGRESS SHOPS & EATERIES	#( ) NONE	#( ) NONE	#( ) NONE
FRIDAY - TEEN DANCE AT HYATT	-----	-----	#( ) NO BUS

**REGISTRATIONS FORMS ARE TO BE MAILED TO:**  
**PAGA OF AUSTIN, PO BOX 19508, AUSTIN, TEXAS 78760**



Pan American Golf Association  
 2002 National Golf Tournament and Convention - Pomona, California  
Chapter Registration Form - Totals Page

Deadline for entries is June 7, 2002

Chapter Name: \_\_\_\_\_

Total Regular Men Golfers	X	\$185
Total Senior Men Golfers	X	\$10
Total Lady Golfers	X	\$80
Total Junior Golfers	X	\$0
Total Social Packages	X	\$100
Total Amount Enclosed		

Chapter Contact:

Return all pages of this form, an individual form for each golfer and a chapter check made out for the full amount made payable to Pomona, PAGA.

Enclose all items in the envelope provided and mail to  
 Sandra Villarreal, Secretary  
 Pomona Pan American Golf Association  
 4800 Daleview Ave. #111  
 El Monte, CA 91731-1344

For quicker and more complete registration we prefer that you email this form and all individual registration forms to [royalhse@jix.netcom.com](mailto:royalhse@jix.netcom.com) by the deadline of June 7th and then send the printed pages and check via regular mail.

For Questions Contact: Oscar Sanchez (714) 995-6046 or email at [golfpro02@msn.com](mailto:golfpro02@msn.com)  
 or Sandra Villarreal (626) 442-2077 or email at [royalhse@jix.netcom.com](mailto:royalhse@jix.netcom.com)

Revision Date 7/24/2005  
 page 2



**Pan American Golf Association- Pomona, California Individual Registration Form**  
 2002 National Golf Tournament and Convention - 7/29/02 through 8/2/02  
 (Each golfer or social member must fill out an individual form)

Chapter Name: \_\_\_\_\_

First Name \_\_\_\_\_ Last Name \_\_\_\_\_ Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

Minmax # \_\_\_\_\_ Handicap Index \_\_\_\_\_ Senior Player (mark with x) \_\_\_\_\_ Date of Birth \_\_\_\_\_

Spouse First Name \_\_\_\_\_ Spouse Last Name \_\_\_\_\_ Check if Lady Golfer \_\_\_\_\_  
 (Place an X next to the day you plan to arrive at the Convention.)  
 Monday \_\_\_\_\_ Tuesday \_\_\_\_\_ Wed. \_\_\_\_\_

Child First Name \_\_\_\_\_ Child Last Name \_\_\_\_\_ Date of Birth \_\_\_\_\_ Junior Boy Golfer \_\_\_\_\_ Junior Girl Golfer (Place x in appropriate column.) \_\_\_\_\_

Fill out and attach Emergency Medical Treatment Consent and Liability Release Form for each Junior Golfer

**Optional Tours and Activities:**  
 (Please indicate how many adults and how many children plan to attend these optional tours so we can furnish adequate transportation. Your name will be added to the tour reservation list. You must confirm your registration on arrival or your spot will be given to another participant.)

Taste of Texas:	Adults	Children	Disneyland:	Adults	Children
Glen Ivy Spa:	None	None	Universal Studios:		
Morongo Casino:	None	None	Raging Waters:		

**Fees:**  
 (Place a check next to all appropriate fees and indicate total amount paid to your chapter. Return this form with total payment to your chapter by the deadline set by your Chapter. In addition please e-mail your form to royahse@ix.netcom.com prior to June 7, 2002)

Regular - \$185.00	Senior (Additional \$10.00)	Lady Golfer - \$80.00	Social Packages: \$100
--------------------	-----------------------------	-----------------------	------------------------

Total Fees Paid to Chapter: \_\_\_\_\_

Revision Date: 7/24/2005

Chapter:		DEADLINE: Must Be Postmarked By February 21, 2003									
Chapter Minimax ID #:		TOURNAMENT REGISTRATION FEE: \$75.00									
Contact Person/Phone:											
	Last	First	Minimax Key No.	Slope Index	Men's Tour: Fee \$75.00	Name of Spouse/Guest	Ladies Golf Team: \$75.00	Senior Team: Yes or No Only	Social Non-Golfer \$40.00	Total Due Each Member	
1											
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3											
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5											
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10											
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15											
16											
17											
18											
19											
20											
										TOTAL	
Mail Entry Form and One Chapter Check To:											
San Marcos PGA											
PO Box 903											
San Marcos, TX 78667											
For More Information Please Call:											
Chairman: Daniel Ortega 512-353-1054 / derryys@comcast.net											
Co-Chairman: Gilbert Vasquez 512-396-4754 / gvasquez@sanmarcos.net											
Tournament Director: Jesse Sanchez 512-665-0881											

**Pan American Golf Association  
2004 National Seniors Convention and Tournament – Lubbock, Texas  
May 28 – May 30, 2004**

Chapter: \_\_\_\_\_ Contact Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Delegate's Name: \_\_\_\_\_ Alternate Delegate: \_\_\_\_\_ Entry Deadline: **April 23, 2004**

No.	Entrant's Name	Minimax No.	Hdcp. Index	Date of Birth	Free Round of Golf on Friday	Senior Entry Fee - \$85.00	Super Sr. Add'l - \$5 (60 & up)	Open Tourney \$50.00	Ladies' Tourney \$35.00	Social Pack \$40	Spouse's Name	Total Due
1												
2												
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19												
20												
<b>Total Due from Chapter</b>												

Mail Entry Form and One (1) Chapter Check to:  
Lubbock PAGA Senior Tournament  
PO Box 16802  
Lubbock, Texas 79480

For more information, call:  
Rudy Esparza, Tournament Director 806-253-2760  
Gilbert Moreno, Registration 806-298-5959  
Rudy Rangel, Chapter President 806-792-5324  
or email: gilandrachi@aol.com

\*Copy form & send to National Tournament Director – in enclosed envelope

\*\* Free Round of golf is only available on Friday, May 28, 2004 for the first 100 paid players so send your registration form early

**Round Rock**  
**PAN AMERICAN GOLF ASSOCIATION**  
 Invitational Tournament  
 September 16, 2001  
 Round Rock, TX  
**REGISTRATION FORM**

Chapter: \_\_\_\_\_ **DEADLINE: Postmark Sept. 2, 2001**  
 Registration Fee: \$70.00

Contact Person/Phone: \_\_\_\_\_

	NAME	MiniMax Key No.	Slope Index	Total Due Each Member
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				

Mail Entry Form and One Chapter Check To:  
**PAGA - Round Rock**  
**P.O. Box 822**  
**Round Rock, TX 78680**

For More Information Call:  
**DIRECTOR: Shorty Valdez - 512.930.3833**  
**Marty Hipolito - 512.244.0417**