

FOOD & BEVERAGE / FUNCTIONS

Championship Dining Area

USGA staff will work with the Host Club's Food and Beverage Director on menu creation for daily breakfasts and lunches. The Host Club will designate a room dedicated to USGA dining. Players, Player Families, Player Guests, USGA Staff, USGA Executive Committee, USGA Rules Officials, Future Hosts and Media will dine in this area.

Breakfast

Breakfast service should include hot and cold options. Buffet style works well and is recommended. Pricing for a full hot breakfast averages \$17 - \$20 including tax. Player breakfasts will be paid for courtesy of the USGA. A continental breakfast with grab and go items should be available at a la carte pricing, if possible. All non-alcoholic beverages should be included in the total price. Breakfast service should run between 6:00 a.m. and 10:30 a.m. and should be available on the practice round days and the week of the championship.

Lunch

Lunch service should include hot and cold options. Buffet style works well and is recommended. Pricing for a full hot lunch averages \$20 - \$25 including tax. Player lunches will be paid for courtesy of the USGA. Grab and go lunch items should be available at a la carte pricing. All non-alcoholic beverages should be included in the total price. Lunch Service should run between 11:00 a.m. and 3:00 p.m. (unless play has concluded that day). Traditionally lunch service begins on Wednesday, the first day of registration.

Note: It is recommended to have all food labeled and to have "to-go" boxes available.

Snacks

Once lunch service is over, the Host Club should have snacks and drinks available for purchase or complimentary in the dining area. If the club has a halfway house/snack shop, it should be in operation at all times.

Dinner

- Optional – The club may make dining available to the players if they wish. This may include reservations and separate payment responsibilities. Experience has shown that, when offered, only a few players utilize.

Beverages

If USGA staff orders alcoholic beverages, the cost should be charged to the USGA master account. If players and USGA officials order alcoholic beverages they are responsible for the cost - other than at the formal functions.

Payment

The USGA will pay for the meals for players and select USGA attendees. Those guests will be given a specific credential identifying them as USGA. The USGA will reimburse the Host Club for each meal during the championship. A procedure should be set up so that players' families and guests can pay for their food in the USGA dining area. Cash and credit cards should be accepted.

Suggested Breakfast and Lunch Schedule

	Wed Reg	Thurs P1	Fri P2	Sat SP1	Sun SP2	Mon Rd. 64	Tues Rd. 32/16	Wed QF/SF	Thurs F
Breakfast		6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.	6:00 a.m. 10:30 a.m.
Lunch	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.	11:00 a.m. 3:00 p.m.

On Course Food and Beverage

Concessions

Food and beverage concessions should be available for purchase at the Host Club and the Co-Host for all attendees.

- Simple breakfast menus may include muffins, bagels, fruit, coffee and other breakfast drinks.
- Simple lunch menus may include hot dogs, hamburgers, sandwiches, chips and soft drinks.
- Concessions should be available near the clubhouse and, in a limited manner, on the course for spectators, caddies, volunteers, etc.
- Water service is a specific necessity for spectators at the championship. Water may be provided complimentary or sold in bottles at a reasonable price. Attendees should have the opportunity to receive/purchase every three holes and possibly sooner if weather conditions warrant.
- USGA must approve the exact locations of these concession areas, if they are on the golf course.

Player Snacks

The Host Club should provide complimentary beverages and snacks for the players and caddies in an area that is accessible to the starting holes during the Championship (including practice round days). Items like fruit, power/energy bars, crackers, sports drinks, juice and water is recommended. Similar types of snacks and beverages are also to be available in the Players' locker room during the same time period. Please provide snacks that are nutritional in nature and note dietary supplements.

Water Coolers

The Host Club should provide coolers with bottles of water and/or sport drinks at every other tee for the players and caddies during the practice rounds and stroke play, with coolers provided on every tee during match play. Additional coolers should be available in scorers' tents near Holes 9 and 18 and the practice areas. Coolers should have no advertising on them. The USGA will provide a laminated sign on top of the coolers with the wording "PLAYERS and CADDIES ONLY".

The club (clubhouse staff, grounds crew, or committee members) will be responsible for checking the coolers in the morning and on a regular basis throughout the day to make sure they are iced and that there is plenty of product available.

An effort should be made to ensure that any non-water product is low in sugar and contains an appropriate level of electrolytes.

Players' Reception

The Players' Reception is a welcome for the players to the Championship. The reception is held the evening of the first practice round (Thursday). The USGA will determine all components including location, menu, attendees, etc. and will cover all relevant costs. The USGA will consult with Host Club on possible locations, list of club invitees and potential featured speakers.

Location

The USGA will select the location of the Players' Reception in consultation with the Host Club. The Host Club is the traditional location of the dinner. Other possible locations include the Co-Host Course if applicable, nearby landmarks and the host hotel. As many attendees will be staying at the host hotel and the transportation requirements would be minimal if held there.

Attire

The Player's Reception is typically a jacket (no tie required) event but subject to change based upon the location

Reception

Time: 6:30 p.m. – 8:30 p.m.

1. Room Set-Up

- Both high top tables with linens and round tables seating 4-8. The preponderance of tables should be high tops as the event is intended to be “walk around” in nature.
- Multiple Food stations located on the perimeter of the room. **NOT buffets.**
- Open Bar

**See Set-Up Diagram example following page*

2. Agenda Requirements

- Podium and Microphone
 - *USGA podium sign provided by USGA
- Championship Trophy displayed in front of podium (small skirted table)
 - *Trophy supplied by the USGA

**See sample Agenda on following page*

3. Bar Service

- Time: 6:30 pm - 8:30 p.m., last call at 8:20 p.m.
- **Open Bars (2 or 3) or one in the center**
 - “Well” Brand Liquors
 - Domestic beer with 1-2 Imports
 - Wine
 - Soft drinks and bottled water
 - Coffee service

Billing Requirements

- All Reception charges will need to be reviewed by the USGA prior to submitting for payment.
- USGA will set up a Direct Bill for the event.

Featured Speaker

Due to the format of the Players' Reception, the USGA has determined that it is optional to include a featured speaker. The USGA and the Host Club should mutually discuss possible speakers. If a potential speaker has a connection to the Host Club, the Championship's history, the local area or the game of golf in general, we should investigate that possibility. If no such individual exists, the USGA will forego the featured speaker part of the program. It is imperative that any considered featured speaker be a “home-run”. Any featured speaker also needs to recognize 10 minute time constraint.

USGA Rules Committee Meeting & Dinner

Attendees & Location

Approximately 70 individuals attend the Rules Committee Meeting and the Dinner. The USGA Rules Committee and a select few USGA staff members make up the attendance number. The USGA will select the location of the Rules Committee Meeting and Dinner in consultation with the Host Club. Possible locations include the Host Club, the Co-Host if applicable, and nearby landmarks. Because the committee dinner follows the meeting, traditionally the both are held in the same location.

Attire: USGA formal uniform – jacket & tie.

Meeting:

Time: 5:15 p.m. – 6:00 p.m.

Location: Near the dinner location

1. Meeting Room Set-Up

- Theater style seating for 60 attendees
- Two 6' or 8' foot tables (with linens) set-up in the back of the room for Rules Committee gifts and handouts
- Beverage station set-up in rear of room.
 - Soft drinks, bottled water, cups, ice, etc.
- One (1) Wired Handheld Microphone and Podium (USGA Podium Sign provided by USGA)

Cocktails

Time: 6:00 p.m. – 6:30 p.m.

Dinner

Time: 6:30 p.m. – 8:00 p.m.

Menu: Plated dinner or buffet style depending on room make up and functionality

Bar: Open Bar and passed wine service (choice of red or white)

Financials: USGA Expense. Includes cocktails, dinner, wine, service, gratuity and tax (if applicable)

Championship Social

The USGA hosts, at its expense, the Championship Social Hosted by Regional Affairs. It will take place for about 75 minutes and typically be immediately before the Rules Meeting. The USGA and Host Club will jointly determine all components including location, menu, attendees, etc. and the USGA will cover all relevant costs.

Sunday BBQ

Optional

An optional BBQ cookout on Sunday after stroke play is a way to say goodbye to the players who do not make it to match play, as well as a congratulations to those that do make match play. This function is typically much less formal than the Players' Reception and is typically a "come as you are" function.

Schedule

Sunday of stroke play, running from 5:30 pm to 8:30 pm

Location & Agenda

Host club(s) to determine location, agenda, setup, menus in conjunction with USGA.

Financials

Host Club(s) expense

Prize Presentation Ceremony

Sample Schedule & Needs

- On winning putting green
 - Presentation led by either USGA the Championship Director or USGA Executive Committee Member
 - Runner-up presented with runner-up medal on the putting green
 - Trophy and medal presented to the Champion on the putting green
 - Media takes photos of the Champion on the putting green and then elsewhere (15 minutes)
- At clubhouse
 - USGA to work with club on placement of player scrolls and appreciation resolutions
 - Will require one or two 6 or 8 foot tables
 - Podium and sound system
 - One-hour open bar with beer, wine, liquor and light hors d'oeuvres
 - Invoice USGA for the open bar
 - USGA Championship Director or USGA Executive Committee Member recognizes the host club(s), Committees, and presents appreciation resolutions
 - If in attendance, the runner-up is recognized and given the opportunity to speak
 - Following the 15 minute photography session, the Champion is recognized by either USGA Championship Director or USGA Executive Committee Member, applauded and given a chance to speak briefly
 - Champion presents the player scrolls to the host clubs
 - Superintendent presents the flag of the putting green from the winning hole to the Champion
 - USGA Championship Director or USGA Executive Committee Member closes program
 - Champion proceeds to media obligations
- Items needed for Presentation set up:

Item	Provider
Podium	Club
USGA Podium Seal	USGA
2 - 8' Tables and 1 - 6' Table	Club
Table Cloths	USGA or Club
Portable Sound System	Club
Trophy	USGA
Champion Medal and Runner-Up Medal	USGA
Appreciation Resolution(s)	USGA
Player Scroll(s)	USGA

Attendance Requested for the Following:

- Key staff from host club and co-host (if applicable)
 - Grounds staff, professional staff, management team, etc.
- Key Clubhouse Staff
- Host Club(s)' Committee Chairs
- Host Club(s)' President(s)
- USGA Committee Members
- Anyone in attendance at Championship match or onsite at club