



BOMA OUTING HOSPITALITY BOOTH GUIDELINES

Highland Country Club – 1050 w 52nd St., Indianapolis

August 4, 2021

Top Gun Theme – Please decorate your booth and dress in your favorite themed attire. Best Booth receives a free booth in 2023!

Attendees:

200 Total Golfers = 80 in AM Shotgun + 120 in PM Shotgun (30 foursomes in the afternoon instead of 36 to speed up the pace of play) + 30 Committee/Volunteers

Events of the Day:

6:00am – Committee & **Booths Arrive**

7:00am – Golfers Arrive & Boxed Breakfast Served

7:30am – Morning Shotgun Start – **BE READY!**

11:00am – 2:00pm – Boxed Lunch Served – **Come to the Club to Eat**

12:00pm – Morning Golfers Come Off Course

1:00pm – Helicopter Ball Drop

1:00pm – Afternoon Shotgun Start

1:30pm – Afternoon Shotgun Start

6:30pm – Afternoon Golfers Come off Course

6:00pm – Cocktail Reception

7:00pm – All Raffle Winners Announced

7:30pm – Outing Winners Announced

8:00pm – Outing Concludes

Arrival:

- All **Booth Vehicles MUST** be parked in the rear lot to allow for golfers - follow the signs and parking attendant. Notice where the maps indicate your check-in. Please consider car-pooling with others in your booth!
- Lock up your valuables or take them with you.
- Remember to place your card in the fishbowl at registration – you are eligible for door prizes too!
- The BOMA Committee will arrive at HCC at 6:00 AM. Give yourself enough time to prepare your booth and be ready for the **7:30AM shotgun start**.

Transporting Tent & Supplies:

Signage will direct your booth to a specific drop-off location to help ease morning congestion. You will check-in at the tennis courts or clubhouse. If you are near the perimeter of the course, you may come in through the fence near your hole. Please contact Sarah Kuester at Sarah@BOMAIndy.org or the Directory of Agronomy, Ryan Baldwin at rbaldwin@highlandgcc.com if you have questions about accessing your location. Do this prior to the event! The HCC staff/BOMA Committee will assist you in unloading your supplies and transport you to your assigned hole. ONLY HCC staff and the BOMA Committee have use of the golf carts. There will be a small utility flag with your company name on it - **place your booth in this location only**. We will have two companies, **side-by-side**, per tee-box. No set up on the greens this year. **IMPORTANT:** If you provide alcohol, keep it covered until reaching your assigned spot, as underage HCC staff may assist you in unloading your items.

Ice – Not Available This Year:

Bring and/or make plans for ice. **It is not available for purchase** at HCC. **We no longer provide** ice on the course.

Please, No Games This Year:

We understand games are fun and we like them too, but they significantly slow the pace of play which upsets our players. Network with your guests instead!

Additional Details:

Tents and grills are allowed. Keep in mind BOMA is a guest of Highland. Be very careful not to damage the historic grounds. Electricity is not available on the course. You must bring your own table & chairs, plus anything else you require for your hospitality booth. We recommend at least a pop-up tent to protect you from the elements.

If you provide **alcoholic beverages**, you must provide food! Please make sure no one is “over-served”. If you have concerns, contact a BOMA Committee member immediately. Registration will have committee cell numbers to report concerns you have. Lunch will be provided between 11:00AM – 2:00PM on the clubhouse deck. All prizes, including BEST BOOTH will be announced at the cocktail reception starting at 6:00PM. Announcements will start at 7:00PM.

LYFT CODE:

Had too much to drink? We will provide a \$25 voucher for a ride home. The code will work to get you to the course as well.

Contact information:

Sarah Kuester
(317) 518-7060 cell is best