

Date: October 24, 2019

To: Tracey Crawford

From: Cathy Splett

Event: T&M Golf Outing

Event History: Twenty plus years ago Rob Schiferl began volunteering for NWSRA as a Unified Softball and Bowling Partner. With his Unified Softball team he traveled to Connecticut to compete in the World Games. With his NWSRA Unified Bowling team he traveled to compete in Reno, Nevada. When he began his employment with Terrazzo & Marble Supply Companies in Wheeling he approached the owner of the company, Jody Rotondo, and asked if he could host a golf outing to benefit SLSF and invite the T&M employees and corporate contacts. In 2018, Jody Rotondo stepped down as President. Steve Murray is the new president of T&M.

of years event held: 17 years

Event Explanation: The event takes place at the end of September or beginning of October and is an 18 hole, modified shot-gun and scramble format. Bagels, coffee and juice are served for breakfast. After golf, a buffet lunch is served along with a presentation about NWSRA. At this event, all golfers receive a raffle prize. From 2011-2016, this event was held at Traditions at Chevy Chase in Wheeling. The event moved to Mount Prospect Golf Course due to flooding at Chevy Chase in 2017 & 2019.

Event Preparation: During the month of January, T&M contacts SLSF to confirm that they'll be hosting the outing again. The first meeting is held in February with the committee. At this meeting, the previous year's financials are discussed as well as suggestions for the location, date and menu for this year's event. SLSF will contact the golf course after the first meeting to secure the date. The next three meetings are set in July, August and September. SLSF is in weekly contact with T&M one month prior to the outing and visits the T&M offices to pick up checks and prizes as needed.

T&M is responsible for creating the golf flyer, contacting sponsors and golfers. SLSF is responsible for securing the golf course and food, creating foursome lists, contest hole sheets, prize lists, sponsor awards, etc. (Please see timeline for full details.) Both companies are responsible for securing raffle and contest hole prizes. SLSF is the main contact and runs the event with the leadership of Rob Schiferl from T&M.

Committee Names:

Rob Schiferl and Liz Zizzo

Gimmick Hole explanation:

There are no passports at this event.

- **Longest Drive** – All golfers entered at no additional cost. Winner (male and female) receives a box of balls.
- **Closest to the Pin** – There are two at this outing. All golfers entered at no additional cost. Winner receives a box of balls.

- **Hole-in-One** – Winner will receive \$25,000 for a hole in one. XPO Logistics sponsors this hole. Did not do in 2017 or 2018.
- **Closest to the Pin/Split the Pot** – 1 ticket for \$5; 3 tickets for \$10 and 7 tickets for \$20. T&M employees sell the split the pot tickets the week prior to the event and on the day of the event.
- **Actual day of explanation:**

7:00 a.m.	Set up registration area – registration, drink tickets, and tee gifts Make sure hole sponsor signs & contests are set up on course Set up breakfast – bagels, cream cheese, oj. Make sure course has set up coffee Set up prize table Hang banners Put contest sheets on all carts Touch base with Chevy regarding lunch
8:15 a.m.	Player check in, give 2 drink tickets, tee gifts Course in charge of bag check
8:45 a.m.	Cart Check
9:00 a.m.	Announcements - Course Player shot gun Clean up registration area SLSF or T&M marketing director take pictures of foursomes on the course.
9:45 a.m. – 1:30 pm	SLSF to visit with players on course, set up for lunch, make sure video works, raffle table, place photos in photo sleeves SLSF to attach green sheets to registration monies received SLSF to write all golfers names on raffle tickets and place in raffle drum. SLSF to develop photos at Walgreens
1:30 p.m.	Players off course Course workers pick up hole sponsor signs. SLSF to make sure all hole sponsor signs are accounted for and put on van.
1:30 – 3:00 p.m.	Awards, presentation (video), raffle, lunch buffet
3:00 – 4:30 p.m.	Clean up, load vehicles bring back to storage and unload

Target Numbers:

	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$16,398	\$18,540	\$15,550	\$20,995	\$20,200	\$18,195
Expenses	\$4,355	\$3,655	\$4,520	\$5,590	\$5,245	\$2,229
Net Revenue	\$12,043	\$14,885	\$11,030	\$15,405	\$14,955	\$15,966
Registrations	38	36	38	53	50	41
Sponsorships	\$8,000	\$11,500	\$8,800	\$13,000	\$12,300	\$11,70
Business Hole & Hole Sponsors	\$3,000	\$2,600	\$3,000	\$2,000	\$2,400	\$1,600
SLSF average cost/person (total expenses/attendance)	\$114.60	\$101.53	\$118.95	\$105.47	\$104.90	\$54.37

**Cost/person are higher due to SLSF paying for golf except in 2019.*

Summary:

The event was originally scheduled for September 14, 2019 at Traditions at Chevy Chase but due to excessive rain and flooding, the event was rescheduled for October 12, 2019 at Mt. Prospect Golf Course. Jeff Langguth and the entire Mt. Prospect Golf staff were wonderful in accommodating the needs of this outing last minute.

The day was great with no rain during the outing. The golfers enjoyed the course and the food. Everyone went home with at least one prize from the raffle table. A great event with golfers who come back year after year because they love what NWSRA/SLSF do for the community.

The committee will have a wrap up meeting in a few weeks to discuss the event. Rob has stated that this may be his last year leading this event. SLSF will work with Rob and other members of the T&M Company to continue this long standing relationship and event.

Date: November 8, 2019

To: Tracey Crawford

From: Megan O'Brien

Event: ***Celebrate Ability Gala***

Event History: The Gala started in 1993 as the Special Olympics Awards and Recognition Dinner. Through the years it has morphed from an awards dinner to a Fundraising Gala, the highest grossing fundraising event of the SLSF year.

of years event held: 26 years

Event Explanation: The Gala consists of a dinner, silent auction, a motivational speech or video from a participant or their family or a NWSRA Staff member followed by the Impact Auction. The funds raised in the Impact Auction are for the specific cause addressed in the speech. Another raffle held at the Gala is called the "Bucket o' Cheer," which consists of alcoholic beverages donated by NWSRA and SLSF board members, NWSRA staff and the gala committee members. The winner takes home two eight foot tables worth of beverages, cocktail napkins and other assorted bar accessories.

This year the price of the CA Gala raffle ticket was increased back to \$100 with a maximum of 200 tickets to sell. The committee also decided to forgo the Early Bird Mailing because it costs a minimum of \$600 in prizes as well as the cost of the additional printing of tickets, the mailing itself and postage. The committee will discuss the continuation of the raffle for future years.

Event Preparation: The Gala committee begins meeting in April to plan the November event. However, the committee members are gathering ideas all year long from one Gala to the next. Letters for donations for the silent auction were sent in July. In 2019, the monies from the Impact Auction were earmarked to purchase furnishings for the Sensory Garden which will open in the Hanover Park District in 2020.

Invitations are mailed no later than the second week of September. The Foundation Manager begins contacting sponsors in July. Sponsor tables make up the majority of attendees. Programs are printed which highlight the events of the evening as well as advertisements from the sponsors. The ticket price was \$125/person and included a premium open bar.

The mobile bidding platform, GiveSmart Inc., is contacted in March and a contract is signed. The mobile bidding eliminates the need to print the silent auction items in the program and also allows people to bid from offsite. The use was a success as the guests enjoyed being able to stay at their table and bid, knowing when someone had bid more than them, etc. Using the service also added an additional expense of \$3,600 to the event.

On the morning of the Gala, the committee met at the venue to set up the silent auction, bucket o' cheer and to distribute the programs and paddles on the tables. Former NWSRA staff member Angie Lee created lovely centerpieces.

Committee Names:

Carl Arthur

Marge Janovics

Terri Oates

Beth Anne Ausnehmer

Maureen Kerrigan

Dawn Stangle

Nuala Gewargis

Angie Lee

Actual day of explanation:

Day of to do		
	DUTY	WHO
1	Pick up Munchkins	CS
2	Arrive at Chevy 8:45 a.m.	CS/JL/MO
3	Arrive at Chevy 9:00 a.m.	Committee
4	Do table count and check seats. Place Wheelchair cards at appropriate seats (if necessary)	CS
5	Put certificates in clear frames	MO
6	Take things out of Hunt Room and place on Tables	All SLSF Staff
7	Decorate Silent Auction tables as needed	Committee and MO
8	Place centerpieces on tables	Angie and Committee
9	Place extra flowers around the room if there are extras	All
10	Programs at seats	JL
11	Paddles on seats	All
12	Centerpiece table tents at tables	All
13	Place \$100 Raffle sign in a black frame on high boy near podium along with the raffle drum, raffle matrix and extra raffle tickets	MO
14	Set up registration	MO
15	Set information under registration tables	MO
16	Set up Bucket o' Cheer	JL
17	Set up and check AV	BS

Evaluation responses:

- The 2019 Gala provided a fun evening for the guests. The evening started with a string trio to add some ambience.
- Most guests stayed to dance to Monster Entertainment due to the mobile bidding eliminating any checkout lines. Guests commented on how much fun they had.
- Dinner and dessert were great!
- Video was great this year for the Impact Auction.

- A few of the Emerald Table sponsors who usually provide large donations for the Impact Auction were unable to attend, due to scheduling conflicts.

Target Numbers:

Target #	2017		2018		2019	
	Budget	Actual	Budget	Actual	Budget	Actual
Gross Revenue	\$87,000	\$97,005	\$96,600	\$89,994	\$91,300	\$70,660.50
Expenses	\$26,450	\$30,691.22	\$31,532	\$31,206.26	\$33,300	\$28,590.75
Net Revenue	\$60,550	\$66,313.78	\$65,068	\$58,787.74	\$58,000	\$42,069.75
Registrations	200	258	264	230	226	214
Sponsorships	\$12,000	\$8,000	\$8,000	\$12,000	\$8,000	\$8,000
Silent Auction	\$10,000	\$15,490	\$15,500	\$10,850	\$15,000	\$7,855
Bucket O'Cheer	\$2,000	\$2,440	\$2,600	\$1,820	\$11,800	\$1,060
Impact Auction	\$20,000	\$23,575	\$23,000	\$20,505	\$20,000	\$14,955
Cel. Abil. Raffle	\$18,000	\$9,600	\$10,000	\$9,349.50	\$9,500	\$9,293
SLSF cost person – (total expenses/ attendance)	\$132.25	\$118.96	\$119.44	\$135.68	\$147.35	\$133.60