



Introduction

Hosting a golf outing can be a great way to entertain business colleagues, friends, or clients to a day of fun, relaxation, and if you wish, competition. Several charities find golf outings to be a great way to raise funds, and at the same time, show guests an enjoyable day of golf.

Together with our staff, we have created this guide to help you plan a successful golf outing. We appreciate your consideration to allow us the opportunities of hosting your future golf outings.

Organization is one of the key aspects to successfully running a golf outing. Our staff works very hard to coordinate your golf outing ahead of time to assure a first class golf event that will make your day relaxing and memorable. We request your help in communicating to us your special needs so that on the day of your event, you can relax and enjoy the company of your guests while we provide the experience.

This guide has been created to assist you in the planning of your event. We eagerly anticipate your requests and look forward to creating a unique golfing experience for you and your group. Please do not hesitate to call Kevin Adams at 702.304.7316 or Tony Lenzie at 702.304.7311 if you have questions or concerns.



Glossary of Common Terms

Tee Times Start: One foursome tees off every eight minutes.

Double Tee Start: One foursome tees off every 9 eight minutes of #1 tee and #10 tee. This is typically done for two hours to allow the groups to turn to their respective back nines.

Shotgun Start: All foursomes begin play at the same time on a different hole, accommodates up to 144 players.

Back Nine Shotgun or Mini Shotgun: All foursomes begin play at the same time on a different hole, not using the entire golf course. (Usually holes 10 - 18)

Scramble Format: This is the most popular golf outing format because it allows golfers with varying skills to compete together. Each player in the foursomes will tee off, the best shot is selected and all players will move their ball to this location and play their second shot from that position. This format is followed until the ball is holed. The team score is marked on the scorecard for each hole. Handicaps may or may not be used with this style of format.

Best Ball Format: Each player plays their own ball for the hole and the best score of the foursome is recorded. This can be modified to a two best ball where two scores are recorded and can be used with or without handicaps. This also is a popular format to be used amongst group outings.

Individual Stroke Play: This format is often used for competitive golf. Each player plays their own ball each hole and records their individual scores. Handicaps may or may not be used in this format. This format is usually used with smaller groups that wish to play a more competitive style of golf. Using this format for large outings can sometimes make for a longer round of golf and can be frustrating to your inexperienced golfers.

Closest to the Pin: This is a popular contest to have for any size group. Siena Golf Club will provide a proximity sign marker for your event. This is usually held on a par three hole on the course and the participants will mark their name on the sign when they hit their shot closest to the hole. The sign will be moved each time a player hits their tee shot closer than the previous player. The final player to come through that hole and have the closest shot to the pin will be awarded as the winner.

Longest Drive: This is also a popular contest to have with group play. It works similar to the closest to the pin contest but the player with the longest tee shot in the fairway will mark their name on the proximity marker. Again, the last player to play the designated hole with the longest drive will be awarded as the winner.



Policies and Procedures

Our intent is for your outing to be a success. We hope your day is full of fun and enjoyment. Since opening, we have created a set of policies and procedures that are intended to prevent misunderstandings, clarify safety issues and maximize the enjoyment of your guests, as well as other guests who may be playing at Siena Golf Club during your special day.

Reservation Procedures

Reservations for groups of 16 to 39 players may be made up to 6 months in advance. Groups of 40 to 144 players may book reservations up to one year in advance. Once an agreement of reservations is verbally made, a group contract will be sent to you. Group contracts need to be signed and returned within 15 days of receipt of the contract. All groups are required to guarantee their outing with a minimum of a 10% deposit. Deposits may be made by check or credit card. All deposits will become non-refundable 60 days prior to your event.

Siena Golf Club has the option of adding additional players to any shotgun reservations under 144 players. Groups may reserve the golf course exclusively for their event with a guaranteed payment from 144 players.

Final Player Count

Siena Golf Club requires all groups of 16 players or more to provide a guaranteed final player count 30 days in advance. Any group reductions made less than 30 days in advance will be subject to full payment at the sole discretion of Siena Golf Club.

Our intent is to keep communications open between Siena Golf Club and your group coordinator in regards to your number of players. We would like to accommodate any changes you may have for your event. However, with the scheduling of other play around your event that may be committed, sometimes additions may or may not be available. Our professional staff will keep you informed of these policies. It is the group contacts' responsibility to notify each of your participants of this policy. Any participant that does not comply with the dress code policy will need to change into proper attire or will not be able to participate in the day's play. Siena Golf Club has a variety of slacks, shorts, shirts, and outerwear for sale in our golf shop should participants need to purchase proper attire on the day of play.

Siena Golf Club is also a non-metal spike facility. Please notify your guests of this policy prior to their arrival at the golf course. Any participant that has not converted their shoes to some form of non-metal footwear will have the following options: new shoes are available for sale in the Siena Golf Shop and our staff will change the spikes free of charge (time permitting), or tennis shoes may be worn as an alternative.



Course Contests

Having course contest holes is a fun way to add enjoyment for your guests during your special golf outings. Groups will often choose a variety of contests for the day's events and award prizes such as golf shop gift certificates, trophies, and other prizes to the winners of each contest. Listed below are some of the most popular contests used for golf outings, but please feel free to use your imagination and come up with your own.

Closest To The Pin: This is a popular contest to have for any size group. Siena Golf Club will provide a proximity sign marker for your contest. This is typically held on par three's. The golfer that hits his or her shot closest the pin is awarded the winner. Some groups will have separate contests for men and ladies but it is not always necessary.

Longest Drive: This is similar to the closest to the pin contest. In this contest the prize is awarded to the player who hits the longest drive on a designated hole. Again, Siena Golf Club will provide the proximity sign marker for you. The winning drive must remain in the fairway. It is often recommended that a separate contest be held for men and women for this type of event.

Straightest Drive: In this contest, a line is drawn down the center of the fairway with either chalk or rope. The winner is designated by the player who hits his or her tee shot closest to the line. Distance is not the objective here, accuracy is!

Longest Putt: This contest can be held on any green. The winner of this event is awarded based on the player who holes the longest putt on the designated green.

Beat The Pro: For this contest the object is obviously to Beat the Pro! Siena Golf Club will provide one of our PGA Professionals on a par three. The participants can wager any amount of money from \$5 to \$100. We do our Beat the Pro Las Vegas style. After the player decides to participate and an amount to wager, he or she is given a dice to roll. Whatever they roll is multiplied by the amount of their wager. If the participant hits his or her shot closer to the hole than our professional, they will be awarded their wager multiplied by the number they roll on the dice in golf shop gift certificates. If they do not beat the pro, they get their wager back in golf shop gift certificates. So, you can't lose! This is a fun way for your participants to take their chances against one of our PGA Professionals.

Create Your Own: It is our pleasure to assist you in creating any special contests you may want to have for your event.



Formats

Scramble Format: This is the most popular golf outing format because it allows golfers with varying handicaps to compete together. Each player in the foursome will tee off, the best shot is selected and all players will move their ball to this location and play their second shot from that position. This format is followed until the ball is holed. The team score is marked on the scorecard for each hole. Handicaps may or may not be used with this style of format.

Best Ball Format: Each player plays their own ball for the hole and the best score of the foursome is recorded. This can be modified to a two best ball where two scores are recorded and can be used with or without handicaps. This also is a popular format to be used amongst group outings.

Individual Stroke Play: This format is often used for competitive golf. Each player plays their own ball for each hole and records their individual scores. Handicaps may or may not be used in this format. This format is usually used with smaller groups that wish to play a more competitive style of golf. Using this format for large outings can sometimes make for a longer round of golf and may be frustrating to your inexperienced golfers.

Modified Scramble: This is a good format to use that allows golfers who want to play their own ball, yet will help with your pace of play. It is similar to a regular scramble, but with this format each player will hit a tee shot, then select the best one and play the hole out from that position individually. The best of the four scores is kept or you can modify that to two best scores. This will allow your groups to play as a team, but allow them to play their own ball as well.

These are some of the suggested formats that are often used by group outings. Please feel free to come up with your own formats or ask us for further suggestions. Good Luck!



Siena Golf Club Group Outings

All Group Outings Include:

Green Fees and Cart Fees

Practice Range Balls

Tournament Coordination

Custom cart signs and scorecards, welcome/rules letter,

Scoreboard and scoring

Bag Handling

Options

Rental Clubs (\$65.00 per set) Men's right and left handed available and ladies right hand

Please notify us in advance of the number of rentals you may need.

Golf Clinics - Available with PGA instructors for any size group. Please notify us in advance so we may arrange for our PGA Professionals to be available the day of your event.

Food and Beverage Options

We have a wide variety of food and beverage options available for your group outings. You can make it as simple or elaborate as you wish. Listed below are some of the more popular options used with past groups. Please speak with one of our sales associates for pricing or to customize a food and beverage function based on your needs.

Continental Breakfast

Includes coffee, juices, fresh fruit of the season, bagels, and a variety of pastries.

Box Lunch

Includes choice of deli sandwich, chips, side of macaroni or potato salad, cookie dessert, and bottled water.

Awards Banquet

See menus under Food and Beverage.

Beverage Cart Service

Groups may choose to have the beverage cart service one of two different ways.

Cash: Guests pay for what they would like on their own.

Tab: Guests can have what they like and the group contact will be responsible for payment.



Golf Course Maintenance

Siena Golf Club prides itself in offering only the finest in golf course conditions. Our golf course is a living environment that is constantly changing throughout the year. Maintenance activities such as watering and mowing need to be done nearly every day. Most of this work can be accomplished prior to or following your outing. However, due to weather conditions of heat in the summer and cool nights in the winter, some of these activities may be taking place during playing hours. Our maintenance staff is trained to be conscious of our players and be as unobtrusive as possible.

Some activities such as aerification and overseeding are essential for premium turf conditions. Aerifications are typically done in the late spring, summer, and early fall. Course closure dates are scheduled for our major aerification dates and once the greens are aerified and top-dressed, they are very playable the following day. Optimum playing conditions are typically restored within three to five days. Our overseeding process typically takes place in the late summer or early fall. This process is done to assure premium golfing conditions throughout the cooler months. Directly following our overseeding process, the golf course is usually a little wetter than normal to allow for proper growth as well as cart path only. Please call Kevin Adams at 702.304.7316 or Tony Lenzie at 702.304.7311 to inquire about aerification and overseeding dates.



Pace of Play

Siena Golf Club's goal is to have our 18-hole rounds completed in 4 ½ hours or less. At times, golf outings tend to spend a little more time on the golf course, regardless of size, or golf experiences. In order to create an enjoyable experience for everyone on the golf course, we ask each group to keep pace with the group in front of them. Siena Golf Club schedules daily course hosts to assist players in keeping pace to assure every player experiences an enjoyable round.

There are some strategies that you can use to help your group finish their rounds quicker. We suggest for larger groups that a Scramble Format be used. This format is not only fun, but is also very well suited to tournaments with a mix of lesser experienced golfers yet is also enjoyed by your more seasoned players. A Best Ball Format is also more time efficient, provided that players are required to pick up their ball once their score on that hole is obvious it won't be counted.

Often groups will choose to have each player play their own ball, and play out each hole. This, at times, will slow play unless the group is made up of experienced golfers, and may lessen other players' golf experiences for the day. This may affect the timeliness of your groups finish time and subsequently any award ceremonies or banquets scheduled to follow play.

Siena Golf Club is very knowledgeable in the organization of events. We look forward to discussing the proper start times and formats to assure your group has an enjoyable experience during their special day.



Siena Golf Club Dress Code Policy

In staying with the true spirit of the game, proper attire is required including collared shirts and NO denim attire please. Siena Golf Club strictly enforces these policies. Please notify the participants in your group of these policies. Any participant that does not comply with the dress code policy will need to change into the proper attire or will not be able to participate in the day's play. Siena Golf Club has a variety of slacks, shorts, and outerwear for sale in our golf shop should participants need to purchase proper attire on the day of play.

Non Metal Spike Policy

Siena Golf Club has joined the many golf facilities in the U.S. in requirement of non-metal spikes for golf shoes. This policy has been accepted around the golf industry and is very beneficial to all golfers. The use of non-metal spikes makes for better turf conditions on the greens and allows the golfers that like to play in the afternoon the same advantage as morning players with conditions remaining consistent throughout the day. Please advise your participants of this policy prior to their arrival at Siena Golf Club. Any participant that has not converted their shoes to some form of non-metal footwear will have the following options: new shoes are available for sale in the Siena Golf Shop, our staff will change the spikes free of charge (time permitting), or tennis shoes may be worn as an alternative.

Thank you for your attention to our dress code and non-metal spike policies.



Golf Outing Planning Calendar

Siena Golf Club accepts group reservations up to six months in advance for groups of 16 to 39 players and up to one year in advance for groups of 40 to 144 players. We encourage you to discuss re-booking your event with us for the following year on the day of your current event. With the ever-growing popularity of golf outings in Las Vegas, our dates are being reserved well in advance. Siena Golf Club offers special re-booking privileges to repeat customers and we encourage you to do so.

The following outing calendar will assist you and Siena Golf Club in the planning of your event. Please let us know if we can be of assistance to you with your planning.

Planning	Start Date	Status
Select a date, secure with contract and deposit	Secured between six months and one year in advance	
Select hotel site	Secure six months to one year	
Determine transportation needs (select transportation company)	90 to 120 days in advance	
Merchandise order shirts, caps, golf balls, etc...	90 to 120 days in advance	
Fill Your Field of Guests. Set goals for how many players (sponsorships, etc.)	Have field full by 45 days prior to your event	
Decide on food and beverage options: select menus, determine budget	60 days in advance (discuss with tournament staff)	
Finalize List of Participants	45 days in advance	
Notify Siena Golf Club of final number of players	30 days in advance	
Decide on format, contest holes, rules, etc	30 days in advance	
Send final payment	3 weeks in advance	
Finalize Your Event (fax pairings to Siena Golf Club)	one week in advance	
Re-book your event for next year	Day of current event	

Good Luck in your planning, we are confident your event will be a success!



Outing Coordinator Checklist

- Confirmation of Date / Contract Signed / Deposit Paid
- Food and Beverage Options Discussed / Menu Choices Determined
- Merchandise Options Discussed / Tee Gift's Ordered (If Needed)
(Depending on custom logos, we usually need 60 days for tournament orders)
- Invitations to guests sent out
(Please be sure to include our dress code and non-metal spike policy on your invites)
- 30 Days prior to your event - confirmation of final number of players
- 30 Days prior to your event - discussed formats, contest holes, and registration needs
- 3 weeks prior to your event - invoice to be sent by Siena Golf Club for final payments
- 3 weeks prior to your event - final payment to be made to Siena Golf Club
- 1 week prior to your event - follow up call from Siena Golf Club to finalize your event
- 1 week prior to your event - send your pairings list to Siena Golf Club (Fax 702-562-0883)

If you have questions, concerns, or special requests, please contact Kevin Adams at 702.304.7316 or Tony Lenzie at 702.304.7311.



The Day of Your Event

On the day of your event we want you to be able to relax and enjoy the company of your guests. It is recommended that coordinators of your event and any volunteers arrive one hour to one and one half-hours prior to the start of your event. Your guests should be notified to arrive at least 30 minutes prior to the event and up to one-hour prior if they would like to have the opportunity to hit practice balls.

Golf Car Staging

Siena Golf Club will provide cart plates that will have your guests names on them paired according to the lists you provide us. Custom scorecards will also be provided to your guests in their assigned golf car. If you are having a shotgun start, cars will be staged according to the holes assigned and marked for your guests with their names on the appropriate golf car. We ask during shotguns that your guests not move the golf cars so they will remain ready for the start of your event. Siena Golf Club will provide shuttle services to our practice facility, prior to shotgun start events.

As your guests arrive, our professional, player services staff will be here to assist your players with their golf bags and direct them to their registration area and then to their appropriate golf car.

Registration

If necessary, Siena Golf Club will provide registration tables for you to check your guests in and pass out whatever necessary items you may require. Registration may be set up in a variety of areas based on your needs. Please check with our tournament staff to arrange for your registration area.

Practice Facility

Complimentary practice balls are provided for your guests prior to their round of golf. Shuttle services to the practice facility will be provided for your guests during shotgun starts. If you are having a tee time start, guests may drive their golf cars to the practice facility and our staff will assist them in getting to the first tee on time. Please notify your guests that if they would like to hit practice balls, they will need to arrive at least 30 minutes prior to their start time.

Event Starting

Shotgun starts - our professional staff will direct your guests to be seated in their golf cars approximately 15 minutes prior to the scheduled starting time of your event. At that time, we will go over the rules for play for the day, contest holes, and any information about our golf course that will be beneficial to your guests. Siena Golf Club staff will lead your groups to their designated hole assignments. Our tournament staff will provide a rules sheet for each of the tournament golf cars that will explain the rules of play, contests, and golf course information.



The Day of Your Event, cont.

Tee times starts - during tee time start events, your guests are welcome to drive their golf cars to the practice facility. From there, they can also practice putting and chipping greens prior to their start times. Our staff will assist your guests in arriving to the first tee on time. We have a starter that will inform your guests of course information as well as the rules of play for the day. Rules sheets will be provided to your guests if needed to help remind them of the day's events while on the golf course.

Contest Hole Markers

Our tournament staff will prepare the contest hole signs for you and have them placed on the golf course in the appropriate locations. Upon completion of your event, our staff will collect the contest sign markers and bring them to our scoring area to post the winners.

While on the Golf Course

During your guest's play, we will have course hosts that will assist your group with pace of play and help answer any questions while on the golf course. We ask that each group try and keep up with the group in front of them. Our staff will help everyone finish in a timely manner.

Scoring

Following your event, our professional staff will score your event. Your guests will be instructed on their rules sheets to turn their scorecards into the appropriate area. Please notify our tournament staff if you will be in need of scoring for your event.

Luncheons/Awards Banquets

Should you wish to schedule an awards banquet or luncheon, our staff will monitor your finish times to assure for a smooth transition to your function. Our staff will help you determine a beneficial start time for your food service.

Golf Shop

The Siena Golf Shop hours change throughout the year. However, our golf shop will remain open as long as you are at Siena Golf Club. Gift certificates are available for team and individual prizes and can be redeemed in the Golf Shop following play. Gift Certificates are valid for one year from the date of issue.