

<p style="text-align: center;">2019 Memorial Tournament Will Call Service</p>
--

What should be in your package:

- Contact Sheet
- Daily Sheets
(A sheet for each day we will handle your tickets)
- Badges (Be sure to put your company label/name on the back of each badge – this is VERY important)
- A check made payable to: Austin Richter
- We now have a credit card reader onsite for your convenience as an alternate payment option. Feel free to use that when setting/dropping off your packet in person**

Mail package to: Austin Richter
3922 Laurel Valley Drive
Powell, OH 43065

We recommend sending your package UPS or Fed Ex for safety & efficiency.

You may also drop your package off at the Will Call Tent once the week begins.

HOURS:
Mon: Closed
Tue: 12pm – 5pm
Wed – Sat: 8am – 7pm
Sun: 8am – 3pm

2019 Memorial Golf Tournament
Will-Call Service
Austin Richter, Director
3922 Laurel Valley Drive
Powell, OH 43065
www.BogeyInnWillCall.com

Email your changes to changes@BogeyInnWillCall.com.

Dear Memorial Tournament Patron,

This 2019 year we will again be offering our Will-Call Service for the Memorial Tournament the week of May 27th – June 2nd, 2019. This service has been assisting companies like yours professionally and successfully for the past twenty plus years. To facilitate this we ask that you provide us with the following information:

1. The company name and phone number **MUST** be posted on the back of all badges. (*TIP: Make it waterproof in the event we have rain.*)

2. A completed list for each day of the names of people picking up tickets. Please copy the enclosed daily sheet for each day of the tournament. **DO NOT** include badge numbers on sheets, we will list the badge number when they actually sign badges out. If you offer Club House badges for certain clients simply write “CLUB” on the line that reads “Badge #”. **DO NOT** write the actual #.

****Please do not change our daily sheet this is how our system works!****

3. Please complete the enclosed contact sheet and return with badges. Be sure to provide us with an evening and weekend telephone number in the event of a problem.

4. A nominal service charge will apply depending on the number of badges you request we handle for you. This is a **onetime** fee for the entire week:

1- 10 Badges	\$100.00
11- 20 Badges	\$150.00
21-30 Badges	\$200.00
31-40 Badges	\$275.00
41-50 Badges	\$350.00
51-70 Badges	\$400.00
71 + Badges	\$500.00

Please make check payable to: Austin Richter and mail along with all badges, contact sheet and daily sheets to the above address. It is recommended that you ship all correspondences via /Federal Express or UPS for safety and efficiency. You may also drop your package off in person during the week.

We will provide a Will-Call tent located at the West Side parking lot, adjacent to The Bogey Inn, 6075 Glick Road, Powell, OH. Directions and schedules can be found on our home page of www.BogeyInnWillCall.com. **Follow signs for “WILL CALL”**

We recognize that many companies have changes daily with different clients picking up badges, please email your changes to changes@BogeyInnWillCall.com.

It is **CRITICAL** to tell your guests the original purchaser/source of the tickets. A file will be set up in your company name holding your badges in that file.

Example: A law firm purchases 40 badges and gives 10 badges to 4 different companies who in return give the 10 badges to 10 different representatives. Those representatives picking up badges will need to ask for the law firm by name, then we will pull that file and find a sheet filled in for each day of the tournament that would have the company and/or name of representative to receive a badge(s) on that day listed. We suggest that you pass this information on to your clients wishing to use your complimentary badges to help aid us in keeping this system running as smoothly as possible.

Thank you again for allowing us to serve you and your clients! We are hoping for a beautiful, sunny week without rain!!!

HOURS:

Mon: Closed
Tue: 12pm – 5pm
Wed – Sat: 8am – 7pm
Sun: 8am – 3pm

If you have any questions, please feel free to contact me at (614) 296-8546

Sincerely,

Austin & Tami Richter, Directors

CONTACT SHEET

Please complete this form and return with all Memorial Tickets to Austin Richter.

COMPANY NAME: _____

CONTACT PERSON: _____

COMPANY ADDRESS: _____

CITY: _____ **STATE:** _____ **ZIP:** _____

COMPANY PHONE: _____

LOCAL CONTACT: _____

CONTACT PHONE: _____

Email: _____

OF TICKETS: _____

Patron

Clubhouse

(In the event that tickets are not returned we need a local contact person from your company who can be reached evenings and weekends.)

It will be the responsibility of those picking up and dropping off tickets to make sure that they sign them out and back in. All tickets must be returned to the Will-Call tent located on the west side of the Bogey Inn, in front of the Volleyball courts by 7:00 p.m. daily. The Bogey Inn, nor its agents, accept any responsibility for tickets which are not returned, or are lost, stolen or otherwise unavailable.

SIGNATURE: _____ **DATE:** _____

NAME: _____ **TITLE:** _____

(PLEASE PRINT)

