

# Special Events Volunteer Training

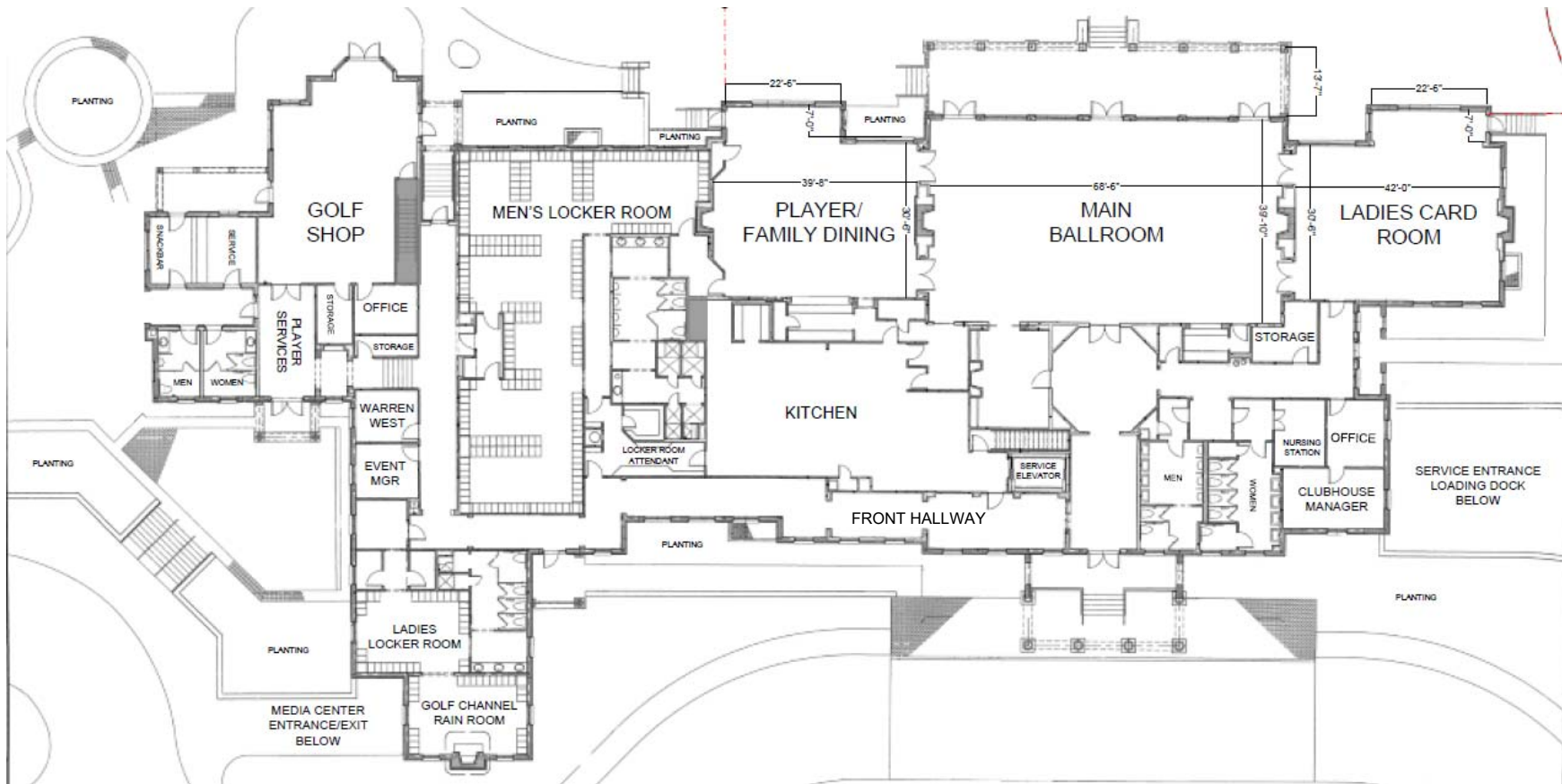


**Dominion Energy**<sup>®</sup>  
Charity Classic



CHAMPIONS

# Clubhouse Map



# Military Resource Day

## Overview

The tournament's charitable beneficiary, Department of Veteran Services, and Boots to Suits will host a Military Resource Day for veterans. Each veteran will have a suit fitting experience with Boots to Suits and job training/preparation session with DVS.

## Run of Show

- Four sessions with eight participants in each session
- Participants arrive in waves based on the group to which they are assigned

# Military Resource Day

	Arrival	Boots to Suits Fitting	DVS Session	Departure
Group 1	8:45 a.m.	9:00 a.m.	10:00 a.m.	11:00 a.m.
Group 2	9:45 a.m.	10:00 a.m.	11:00 a.m.	12:00 p.m.
Group 3	10:45 a.m.	11:00 a.m.	12:00 p.m.	1:00 p.m.
Group 4	11:45 a.m.	12:00 p.m.	1:00 p.m.	2:00 p.m.

## **Volunteer Duties**

- Assist with set-up of registration
- Assist with set-up of room, if needed
- Assist the DVS and Boots to Suites team with registration of employers and veterans
- Help direct veterans and employers as they transition between DVS and Boots to Suits
- Breakdown all supplies and return to Tournament Office

# Official Pro-Am Pairings Party

## Overview

The Official Pro-Am Pairings Party is hosted for professionals and amateurs that are participating in the Official Pro-Am on Wednesday and Thursday, as well as VIP guests. This party will kick-off tournament week and also announce the pairings and tee times for Wednesday and Thursday.

## Location

River City Roll  
Located in Scott's Addition





# Official Pro-Am Pairings Party



## Run of Show

- 4:30/5:00 – 5:30 p.m.: Registration Set-up
- 5:30 p.m.: Doors open, check-in begins, food & beverage service begins
- 6:30 – 7:30 p.m.: Pairings begin, starting with Wednesday followed by Thursday
- 7:30 – 8:30 p.m.: Food & beverage service continues
- 8:30 p.m.: Event ends



# Official Pro-Am Pairings Party

## **Volunteer Duties**

- Assist with set-up of registration
- Assist with set-up of room, if needed
- Collect invitations and check attendees off the registration list
- Help direct attendees to the party and answer any questions
- Help distribute pairings to each attendee as they exit
- Breakdown all supplies and return to Tournament Staff





# Official Pro-Am presented by Markel



The Official Pro-Am offers the opportunity for amateur golfers to play The Country Club of Virginia, James River Course with a PGA TOUR Champions professional.

## **Format**

- The format for the Pro-Am will be one Best Ball for the fivesome, par is your partner
- Prizes will be awarded to the 1st, 2nd and 3rd place teams in both the morning and afternoon waves



# Official Pro-Am presented by Markel



## **Valet**

Amateurs have been provided Pro-Am Valet Parking Passes for their day of play. All participants will valet their car at the front of the James River Clubhouse.

## **Bag Drop**

Amateurs bags will be unloaded upon arrival at the James River Clubhouse by the CCV staff with a golf bag tag adhered to their bag. Bags will be relocated to the East side of the Clubhouse, near the Bag Drop Gazebo.

# Official Pro-Am presented by Markel

## Check-in

- Amateurs will check-in at the registration table in the James River Clubhouse lobby
- Upon check-in, each amateur will receive a Pro-Am Participant Badge and a Pro-Am Guest Badge (note: some amateurs may not have a guest or may not take their guest badge)
- Amateurs will be reminded of their tee time, hole location and the professional they are assigned to
- Amateurs will be directed to the Locker Rooms, Practice Facilities, Dining and the gift station

## **Locker Room**

- Male amateur participants will utilize the Men's Locker Room
- Female amateur participants will utilize the Women's Locker Room

## **Practice Facility**

- Amateurs will utilize the Tuckahoe Creek Practice Range and Short Game Facility
- Amateurs will utilize the James River Course Putting Green
- Amateurs can use the Player/Caddie Shuttle to visit the Tuckahoe Creek Practice Range and Short Game Facility
- The shuttle picks up and drops off at the James River Clubhouse bag drop, near the Locker Rooms.

## Dining

- Morning Wave: Breakfast & Lunch
- Afternoon Wave: Lunch & Dinner
- Located in Clubhouse Main Ballroom
- On Wednesday, Dinner ONLY will be located in the Men's Grille
- Pro-Am Participants with Morning tee times will receive breakfast and an awards lunch
- Pro-Am Participants with Afternoon tee times will receive lunch and an awards dinner

## Caddies

- Pro-Am caddies must check-in at the East Terrace on the East side of the Clubhouse
- Parking: Caddies should park at General Parking on Wednesday and Thursday
- Credentials: All caddies should have either a Pro-Am Guest or Pro-Am Caddie credential
- Food & Beverage
  - Wednesday: Breakfast and lunch available in Volunteer Village
  - Thursday: Breakfast available in Volunteer Village and lunch concession vouchers issued in Volunteer Village

# Official Pro-Am presented by Markel

## Gift

- All Pro-Am Participants will receive a gift package
- Gift distribution will occur in the front hallway of the clubhouse:
  - Station 1: Titleist Golf Balls
  - Station 2: Club Glove Travel Bag
  - Station 3: Maui Jim Sunglasses
- Volunteers to help distribute gifts and check-off names at each station when a gift have been received
- Dominion Energy Employees participating in the Pro-Am will ONLY receive the Titleist Golf Balls *(they will be noted on the check-in list)*



## SCHEDULE OF EVENTS

- 6 a.m.
  - Check-in opens (Participant valets and drops bag then checks-in in lobby)
  - Practice Facility Open (Tuckahoe Creek Practice Facility)
  - Breakfast open, Pro-Am Participant & Guest (Main Ballroom)
- 7:20 a.m. – 8:40 a.m.: Morning Tee Times (1 Tee and 10 Tee)
- 10:30 a.m.: Lunch open, Pro-Am Participant & Guest (Main Ballroom)
- 11:35 a.m. – 12:55 p.m.: Afternoon Tee Times (1 Tee and 10 Tee)
- 12:15 p.m.: 1<sup>st</sup> group from morning in the clubhouse

## SCHEDULE OF EVENTS

- 1:45 p.m.
  - Last group from morning in clubhouse
  - Morning Awards Ceremony (Main Ballroom)
- 4:30 p.m.:
  - Dinner open, Pro-Am Participant & Guest (Men's Grille on Wednesday, Main Ballroom on Thursday)
  - 1st group from afternoon in Clubhouse
- 6:00 p.m.: Last group from afternoon in clubhouse
- 6:15 p.m.: Afternoon Awards Ceremony (Men's Grille on Wednesday, Main Ballroom on Thursday)

# Official Pro-Am presented by Markel

## Duties

- Assist with set-up of registration
- Assist with set-up of room, if needed
- Check amateur off the registration list and confirm tee time and professional
- Provide each amateur with a Pro-Am Participant and Pro-Am Guest badge
- Provide each amateur with gift package (provided by Tournament Staff)

## Duties

- Help direct amateurs to Pro-Am Dining, Locker Room and Player/Caddie Shuttle to Practice Facility
- Collect scorecards at holes 9 and 18 for each foursome, and deliver to CCV staff member in Main Ballroom
  - 1 – 2 volunteers stationed at hole 9 and 18 as groups finish their rounds in the Morning and Afternoon waves
  - As groups finish, collect the scorecard
  - Run scorecards to Main Ballroom to deliver to CCV staff member to score and record
- Breakdown all supplies and return to Tournament Staff

# Dominion Energy Vendor Reception

## Overview

Dominion Energy will host a reception for Dominion Energy vendors that are involved in the tournament. Attendees will include individuals that are participants in the Pro-Am on Wednesday, that may be moving between the Pro-Am Dining in the Men's Grille and the Dominion Energy Vendor Reception in the Main Ballroom

**Time:** 5:30 – 7:30 p.m.

## Duties:

- Assist with directing Pro-Am Participants that are not invited to the Vendor Reception to Pro-Am dining in the Men's Grille
- Position one volunteer at the door between the Men's Grille and Main Ballroom to allow Pro-Am Participants that are invited to the Vendor Reception to move back and forth between events

# Military Appreciation Ceremony

## Overview

The Dominion Energy Charity Classic will host a Military Appreciation Ceremony on Friday, October 19 before the first tee time on the 1 tee. This ceremony will honor military service men and women and officially open the competition rounds of the tournament. The ceremony will include a national anthem, color guard and various speakers.

## Run of Show

- 7:00 a.m. – Gates Open
- 7:20 – 7:35 a.m. – Military Ceremony

# Military Appreciation Ceremony

## Duties

- Assist with set-up of ceremony, if needed
- Greet and escort VIPs and/or military members involved in the ceremony
- Direct spectators to Military Appreciation Ceremony



# Greenside Seats

## Overview

- New for 2018!
- Public area located on the 9 and 18 green
- Presented by Davenport & Company is located on 9 green
- Presented by Virginia Eye Institute are located on 18 green
- Fans can sit in a tailgate chair and enjoy an up-close view of golf
- The best part: if you are sitting in a chair at the end of the round each day (Friday, Saturday and Sunday), you get to take home the tailgate chair with you!

# Greenside Seats

## Duties

- Help set-up the Greenside Seats each morning (Friday – Sunday)
- Welcome fans to the Greenside Seats
- Explain this new public area and the “rules” to fans
- Encourage fans to be in the seats at the end of the round
- Monitor fans to ensure not seats are taken prior to the end of the round