

<p style="text-align: center;">2011 Memorial Tournament Will Call Service</p>
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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: Tami Richter**

**Mail package to: Tami Richter
3526 Bainbridge Mills Dr.
Powell, OH 43065**

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

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

HOURS:
Mon, 30th – 1pm – 4pm
Tues, 31st – 9am – 5pm
Wed – Sun – 7am – 7pm

2011 Memorial Golf Tournament
Will-Call Service
Tami Richter, Director
3526 Bainbridge Mills Dr.
Powell, OH 43065
www.BogeyInnWillCall.com

DEADLINE FOR CHANGES: THURSDAY, JUNE 2nd 3PM

Fax#: (614) 764-1728

Cell Phone#: (614) 296-8828

Dear Memorial Tournament Patron,

This 2011 year we will again be offering our Will-Call Service for the Memorial Tournament the week of May 30th - June 5th, 2011. This service has been assisting companies like yours professionally and successfully for the past eighteen 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 one time 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: Tami 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, off of Glick Rd and St. Rt. 745. Directions and schedules can be found on our home page of www.BogeyInnWillCall.com.

We recognize that many companies have changes daily with different clients picking up badges, therefore; ALL changes are via fax ONLY! This will enable us to receive changes immediately and keep all files updated quickly. To make any changes to your daily sheets you must fax a new sheet with the proper names listed.

**** NOTE: ALL FINAL changes must be faxed by Thursday, June 2nd @ 3:00 p.m. for the remainder of the tournament week.**

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, 30th – 1pm – 4pm

Tues, 31st – 9am – 5pm

Wed – Sun – 7am – 7pm

Sincerely,

Tami Richter, Director

CONTACT SHEET

Please complete this form and return with all Memorial Tickets to Tami 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)



One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize The Bogey to make a one time debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

Please complete the information below:

I _____ authorize The Bogey to charge my credit card
(full name)

account indicated below for _____ on or after _____. This payment is for
(amount) (date)

(description of goods/services)

Billing Address _____

City _____ State _____ Zip _____

Email _____

Phone# _____

Account Type: Visa MasterCard Discover

Cardholder Name _____

Account Number _____

Expiration Date _____ CVV2 (3 digit number on back) _____

SIGNATURE

DATE

I authorize The Bogey to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated above only, and is valid for one time use only. I certify that I am an authorized user of this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.