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Thank you for your support of the Travelers Championship! As Connecticut's PGA TOUR event, we strive each year to elevate the experience for our partners, providing world-class entertainment, refreshments and venues.

Our staff is here to help assist in whatever capacity you need and we look forward to hosting you at the 2018 Travelers Championship.

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Below please find a Client Activation Timeline. This timeline will assist in guiding you through this manual, as well as through your Travelers Championship sponsorship.



### 4-6 MONTHS BEFORE

Objectives and Point Person



### 8 WEEKS BEFORE

Send Invitations
Tournament Submissions & Approval

### ERIDAY APRII 20

Venue Layout

### WEDNESDAY, APRIL 25

Hospitality Menu Tasting

#### TUESDAY MAY

Preliminary Menu Choices Preliminary Guest Counts

#### THURSDAY, MAY 10

Corporate Merchandise Sponsor Gift Approvals

#### FRIDAY, MAY 11

Final Guest Counts

#### FRIDAY, MAY 19

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

#### MONDAY, MAY 28

Certificate of Insurance

### 3-4 MONTHS BEFORE

Craft Guest Lists & Invitations Printed Tickets vs. Electronic Tickets

### WEDNESDAY ADDII 19

Travelers Championship Preview Party

#### 2 WEEKS BEFORE

Distribute Tickets

Tournament Final Forms and Counts



#### FRIDAY, JUNE 1

Shipping Forms
Venue Set-Up and Breakdown



### DURING TOURNAMENT

Hosting Roles
A-Z Information (Coming Soon!)

#### 1-2 WEEKS AFTER

Guest Follow-Up and Internal Analysis





This section of the guide will be a detailed review of phase 1, highlighted below.



#### 4-6 MONTHS **BEFORE**

Objectives and Point Person



#### 8 WEEKS **BEFORE**

Send Invitations Tournament Submissions & Approval

Venue Layout

Hospitality Menu Tasting

Preliminary Menu Choices Preliminary Guest Counts

Corporate Merchandise Sponsor Gift Approvals

Final Guest Counts

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

Certificate of Insurance

### 3-4 MONTHS **BEFORE**

Invitations Printed Tickets vs. **Electronic Tickets** 

Craft Guest Lists &



Travelers Championship Preview Party

### 2 WEEKS **BEFORE**

Distribute Tickets Tournament Final Forms and Counts



Shipping Forms Venue Set-Up and Breakdown



### **DURING TOURNAMENT**

Hosting Roles A-Z Information (Coming Soon!)

### **1-2 WEEKS AFTER**

Guest Follow-Up and Internal Analysis





#### **GETTING STARTED**

Welcome! With your Travelers Championship sponsorship, you have a great opportunity to build relationships and grow your business. This guide serves as a collection of best practices gathered from current PGA TOUR sponsors and industry experts. It will walk you through key components of the sponsorship activation process and provide insight on how other companies have successfully planned and executed sponsorships at PGA TOUR tournaments. In fact, most successful PGA TOUR sponsors start the planning process at least 4-6 months before the event, so let's get started.

#### HOW DO I DEFINE THE OBJECTIVES OF MY SPONSORSHIP?

The first step in achieving your goal is knowing your goal. Thus, having defined objectives is critical for each step of your sponsorship. Sample objectives of top PGA TOUR sponsors include one or a combination of the following:

- · Prospecting and entertaining new clients
- Rewarding employees
- · Business development
- · Engaging existing clients
- · Creating awareness and visibility

A 2013 TICKET MANAGER STUDY OF 4,000 COMPANIES **UTILIZING OVER 5 MILLION** SPORTS SPONSORSHIP TICKETS REVEALED THAT **EACH GUEST ATTENDING** AN EVENT REPRESENTED OVER \$161,000 IN REVENUE FOR THE COMPANY. YOUR **GUESTS ARE WORTH A** LOT! BY PROVIDING THIS GUIDE, WE AIM TO HELP YOU MAXIMIZE YOUR SPONSORSHIP AND TAKE **ADVANTAGE OF THIS OPPORTUNITY TO GROW** YOUR BUSINESS.

### **CASE STUDY**

The PGA TOUR asked tournaments to share companies that have unique and effective sponsorships at their events. This guide is the result of best practices from these companies, which represent a variety of industries including automotive, business administration, energy/oil, financial services, information technology, manufacturing and medical centers & services. Throughout this guide you will find case studies from individual companies that stand out in certain aspects of their activation. We believe taking a closer look at how individual companies best utilize their sponsorship should assist you in finding the most effective way to maximize your sponsorship. To honor the anonymity of surveyed companies, we will only refer to their industries in any cited examples.

### CLIENT ACTIVATION GUIDE | 4-6 MONTHS BEFORE



# HOW DO I DETERMINE MY INTERNAL POINTS OF CONTACT?

Successful PGA TOUR sponsors appoint an organized, personable and reliable person to manage the day-to-day responsibilities of the sponsorship. As they will also be interacting with your guests before, during and after the event, it is important that this point person has experience interfacing with clients and prospects. This person will also be responsible for interfacing with the tournament regarding logistical elements of the sponsorship such as food, beverage and décor. In some cases, it might make more sense to create a team of multiple point people. If you create a team, it is important to clearly define roles and responsibilities immediately.

When selecting your point person or team, it is important to consider the following items:

- Organizational skills
- · Past performance
- Client relationships
- Experience
- Current workload
- Personality

#### SAMPLE POINT PERSON RESPONSIBILITIES

#### Pre-Tournament

- Creating the guest list
- Tracking the status of invitations
- Ordering gifts
- Logistical elements of the venue
- · Crafting the schedule of events
- Ticket distribution

#### On-Site

- Managing and entertaining guests
- Managing last minute opportunities and challenges in the hospitality tent
- Distributing gifts

#### Post-Tournament

- · Follow-up with attendees
- Internal analysis

"Organization drives all aspects of the event, from planning to implementation and everything in between."

-Automotive Company

#### **CASE STUDY**

There is no one way to determine who will lead your sponsorship. Aggregating survey results revealed that the majority of PGA TOUR sponsors appoint internal leads from their marketing or communications departments. However, not all leads worked in marketing or communications. A manufacturing company creates a diverse team to manage their sponsorships. The sponsorship work is divided amongst five people based on their area of work, their proximity to the tournament site and their relationships with clients. The whole team is responsible for the day-to-day sponsorship management; in addition to the tasks leading up to the event, the team is in charge of on-site activation and post-event follow-up.





This section of the guide will be a detailed review of phase 2, highlighted below.



#### 4-6 MONTHS **BEFORE**

Objectives and Point Person



# 8 WEEKS

Send Invitations

# **BEFORE**

Tournament Submissions & Approval

# Venue Layout

Hospitality Menu Tasting

Preliminary Menu Choices Preliminary Guest Counts

Corporate Merchandise Sponsor Gift Approvals

Final Guest Counts

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

Certificate of Insurance

### **BEFORE** Craft Guest Lists &

**3-4 MONTHS** 

Invitations Printed Tickets vs. **Electronic Tickets** 

Travelers Championship Preview Party

### 2 WEEKS **BEFORE**

Distribute Tickets Tournament Final Forms and Counts



Shipping Forms Venue Set-Up and Breakdown



### **DURING TOURNAMENT**

Hosting Roles A-Z Information (Coming Soon!)

### **1-2 WEEKS AFTER**

Guest Follow-Up and Internal Analysis





#### PRINTED TICKETS VS. ELECTRONIC TICKETS

The Travelers Championship is happy to offer hospitality partners the opportunity to manage their tickets and parking electronically through Ticketmaster's Account Manager Platform.

Account Manager capabilities include:

- · Email tickets and parking to guests
- · Manage RSVPs and follow up with invitees
- · Easily have tickets/parking returned to account if guests can no longer attend
- · Re-distribute returned tickets/parking

**Deadline:** In order to participate in electronic ticketing for the 2018 tournament, clients must reach out to the tournament's Sponsor Relations Team no later than Monday, April 2, 2018.

#### Kendall Keil

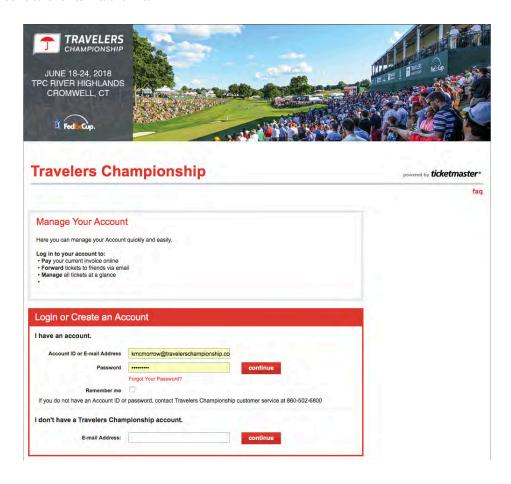
kkeil@travelerschampionship.com (860) 502-6803

#### **Katie McMorrow**

kmcmorrow@travelerschampionship.com (860) 502-6814

Partners who would like to participate in the electronic ticketing program will receive substantial training and support from the Travelers Championship Sponsor Relations Team.

\*Please note, at this time parking hangtags (i.e. Sponsor Valet Parking) cannot be sent electronically. Therefore, parking hangtags will still be sent to clients via the mail.





#### **HOW DO I CREATE MY GUEST LIST?**

The most successful PGA TOUR sponsors begin thinking about the guest list three to four months prior to the event, with the point person managing the process. Depending on your objective, the guest list should be made up of some mixture of clients, prospects and employees.

The first step in creating a guest list is to create a target list. According to PGA TOUR sponsors surveyed, this target list should contain at least two times the amount of guests that you would like to ultimately attend the event. Because the list will be substantial, it is important to rank your target list according to the objective of your sponsorship. For example, if your objective is to upsell existing clients, think about ranking invitees by upsell potential. If you are having trouble ranking your target list, consider using historical ticket usage data from past sponsorships to help. Ranking your target list will help determine in which order you should distribute your invitations, remembering that it is very possible that not everyone on the target list will receive an invitation.

A sample target list template and an example of ticket allocation are available in the Appendix of this guide (Exhibit A and Exhibit B)

Please keep in mind that children, ages 3 and older, must have the appropriate ticket to enter a hospitality venue. Complimentary admission for children 15 and under, allows Grounds access only.

#### **SUMMARY**

- 3-4 months prior to the event, create a target list of clients, prospects and employees
- Your target list should be twice as large as the amount of people you plan to invite
- Rank your target list with your objectives in mind
- Consider historical ticket usage when allocating tickets
- Keep a list of clients who you were unable to invite to accommodate cancellations

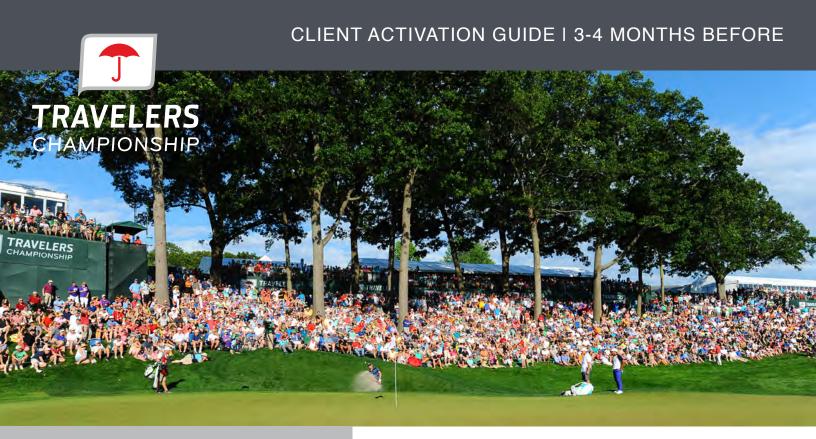
OVER 75% OF ALL TICKETS ARE GIVEN TO
CUSTOMERS FOR BUSINESS DEVELOPMENT AND
RETENTION PURPOSES, ACCORDING TO A 2013
STUDY FROM TICKET MANAGER.

"We create our target list based upon the relationship and long-term desire of how that relationship should develop."

-Energy/Oil Company

#### **CASE STUDY**

Surveying PGA TOUR sponsors demonstrated that most companies use "client potential" as the determining factor in creating the target list and subsequent guest list. One telecommunications company uses CRM data to assist in building their target lists. Additionally, for the comfort of guests and ease of managing attendees, they segment their weeklong sponsorship, organizing guests and planning respective events in the following ways: Enterprise Clients, National Retailers, Local Retailers and Company-Owned Retail Stores & Employees.



#### SUMMARY

- Whether paper or electronic, begin creating your invitation 3-4 months before the event
- Creatively integrate your company into the invitation
- With each invitation, include a hard RSVP deadline, contact name, email and/or phone number
- Address each invitation to the specific person on the guest list to prevent redistribution of tickets
- Check with tournament staff about approved logo and image use before using them on your invitation

#### **HOW DO I CRAFT MY INVITATION?**

While you are determining your target guest list, you should also start creating your invitation. Invitations from successful PGA TOUR sponsors are informative, compelling and brand consistent. The most effective invitations include a contact name, email and/or phone number with each invitation and a hard RSVP deadline. Additionally, invitations should always be addressed to the specific person on the guest list, eliminating the potential for the invitation to be passed to an individual not on the target list. Lastly, check with the Travelers Championship staff about approved logo and image usage before using them on your invitation. Depending on your preference, invitations can be mailed, hand-delivered, emailed or posted on an online enrollment platform. An online enrollment platform such as Eventbrite or Cvent can help you create a compelling invitation, organize your invite list and prepare you for future analysis and correspondence.

A sample invitation is available in the Appendix of this guide (Exhibit C).

#### **CASE STUDY**

Sponsors across the PGA TOUR have been successful with both online and paper invitations. One manufacturing company uses an online platform that is simple for both the host and guests. The company invites all customers via email with a three week deadline to RSVP. With the invitation, they provide two links: one to a registration site and one to the tournament website. The online registration site is used by guests to register for the various additional activities that are scheduled for the week. The tournament website helps to answer any questions that guests may have regarding tournament information and policies.



#### **SPECIAL EVENT INVITATIONS**

Some sponsorship packages for the Travelers Championship include access to tournament special events. These events may include:

- PGA TOUR Player Clinic
- Renewal Breakfast
- · Women's Day presented by Travelers
- Honorary Observer Walking Spots

As you determine your invitation list for your hospitality tickets, we strongly recommend that you keep these additional special events in mind. Many special events offer guests exclusive access to PGA TOUR player experiences so it is important to remember that these invitation should also be extended in advance of the tournament.





This section of the guide will be a detailed review of phase 3, highlighted below.



#### 4-6 MONTHS BEFORE

Objectives and Point Person



### 8 WEEKS BEFORE

Send Invitations
Tournament Submissions & Approval



#### -RIDAY, APRIL 20

Venue Layout

#### WEDNESDAY, APRIL 25

Hospitality Menu Tasting

#### TUESDAY, MAY

Preliminary Menu Choices Preliminary Guest Counts

#### THURSDAY MAY 10

Corporate Merchandise Sponsor Gift Approvals

#### FRIDAY, MAY 11

Final Guest Counts

#### FRIDAY MAY 10

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

#### MONDAY, MAY 28

Certificate of Insurance

# Travelers Championship Preview Party

3-4 MONTHS

**BEFORE** 

Craft Guest Lists & Invitations Printed Tickets vs. Electronic Tickets

### 2 WEEKS BEFORE

Distribute Tickets

Tournament Final Forms and Counts



#### FRIDAY, JUNE 1

Shipping Forms

Venue Set-Up and Breakdown



### DURING TOURNAMENT

Hosting Roles
A-Z Information (Coming Soon!)

### 1-2 WEEKS AFTER

Guest Follow-Up and Internal Analysis





#### WHEN DO I SEND OUT INVITATIONS?

Based on PGA TOUR sponsor survey responses, it is recommended that the first wave of invitations is sent at least eight weeks prior to the event with a hard RSVP deadline of two to three weeks later. This first wave will consist of those guests at the top of your target list. Once the first wave is completed, send out the second wave to the next group of guests on your target list.

After sending the first wave of invitations, it may be beneficial for the point person to follow up with the invitees through email or phone calls to encourage RSVPs or answer any questions. If a key client has not responded, consider engaging a senior executive to assist in the process.

Once you receive RSVPs, it is important to keep your guests excited and involved with your event. This can be accomplished in a variety of ways, such as through email blasts highlighting player commitments or by distributing tournament information. The tournament is happy to work with your representative to ensure they receive event information (i.e. course map, schedule, parking, contact information, etc.) to send to guests.

Examples of tournament-created email blasts are available in the Appendix of this guide (Exhibit D). Examples of tournament information are available in the Appendix of this guide (Exhibit E).

#### **CASE STUDY**

Research shows that successful PGA TOUR sponsors send out invitations in waves and engage with the guests from the moment they RSVP "yes." Specifically, a business administration company stands out as having an advanced invitation process. They start sending out invitations three months before the tournament with a three week deadline to RSVP. Once guests respond "yes," they receive multiple emails regarding arrival, departure, activities, special requests, dining and contact information.

### **SUMMARY**

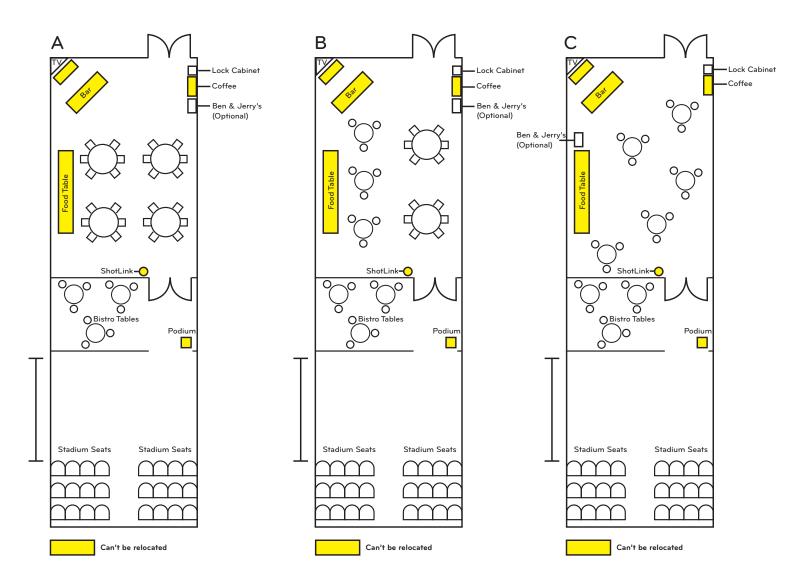
- Send the first wave of invitations at least 8 weeks prior to the event with a hard RSVP deadline of 2-3 weeks later
- Once you have received the first set of RSVPs, send the second wave of invitations to those next on your target list
- Follow up invitations with phone calls and emails
- Keep guests excited about the event by sending email blasts and tournament information



The tournament is pleased to offer Corporate Row, Sky Suite and Weekly Skybox partners layout options for their venues.

### **CORPORATE ROW CHALET VENUE LAYOUT OPTIONS**

Below please find three (3) venue layout options available to Corporate Row Chalet clients. The client is responsible for confirming layout option with tournament staff by Friday, April 20.



Please contact Kendall Keil with any layout questions and confirmations:

Kendall Keil

Partnership Manager Office: 860-502-6803 Cell: 860-967-5332

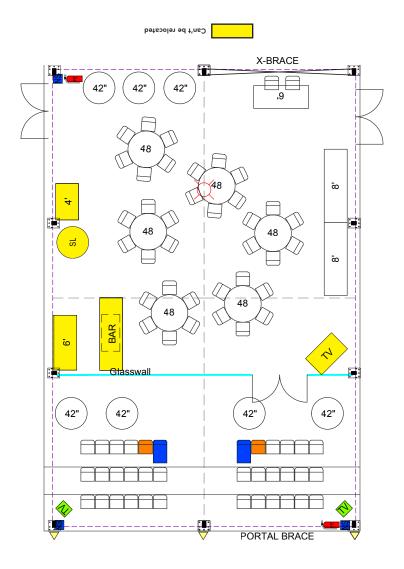


#### SKY SUITE VENUE LAYOUT OPTIONS

Below please find the basic Sky Suite layout. If you would like to make any modifications to the below layout, please reach out to Kendall Keil. The client is responsible for confirming layout with tournament staff by Friday, April 20.

Potential modifications could include:

- Registration location/layout
- Food location
- · Bistro table additions



Please contact Kendall Keil with any layout questions and confirmations:

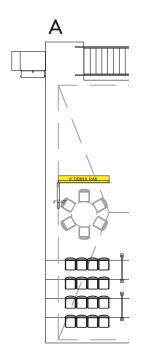
Kendall Keil

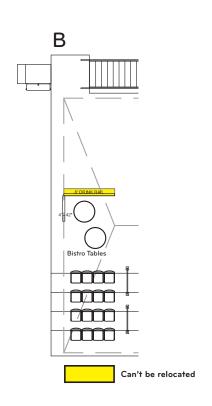
Partnership Manager Office: 860-502-6803 Cell: 860-967-5332

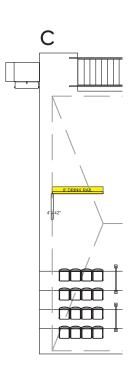


#### WEEKLY SKYBOX VENUE LAYOUT OPTIONS

Below please find three (3) venue layout options available to Weekly Skybox clients. The client is responsible for confirming layout option with tournament staff by Friday, April 20. If you do not respond with your layout choice by Friday, April 20 you will receive layout A.







Please contact Kendall Keil with any layout questions and confirmations:

Kendall Keil Partnership Manager Office: 860-502-6803 Cell: 860-967-5332



# INTERESTED IN PURCHASING DUAL BRANDED GIFTS FOR YOUR CLIENTS WHO ATTEND THE TRAVELERS CHAMPIONSHIP?

Please contact Larry Antinozzi at TPC River Highlands with questions or to place an order.

LarryAntinozzi@pgatourtpc.com or (860) 635-2211

Orders can be shipped to client directly or shipped to and stored at TPC River Highlands, ready for on-site distribution.



To ensure that your order is received in time for the tournament, orders should be placed no later than May 10.

Orders placed after that date may be subject to additional service fees for rush delivery.



Many sponsor packages are complex and include a variety of elements. Below are some important deadlines to keep in mind in the eight weeks prior to the tournament for those partners whose packages are applicable to the following contents.

### FRIDAY, APRIL 20 I VENUE LAYOUT SUBMISSIONS

The tournament is pleased to offer Corporate Row, Sky Suite and Weekly Skybox partners layout options for their venues. Please refer to pages 14-16 to view the layout options available to your specific venue. The client is responsible for confirming layout option with tournament staff by Friday, April 20.

#### TUESDAY, MAY 1 | PRELIMINARY MENU SELECTION AND GUEST COUNT ESTIMATES

Dependent on the hospitality venue, some clients will need to select a menu level and headcount, while others will just have the option to select add-ons if desired. Preliminary menu selection and guest counts for Corporate Row and Sky Suite partners are due to Levy Golf by Tuesday, May 1. Preliminary add-on selections for Skybox and Greenside Club clients are also due to Levy Golf by Tuesday, May 1.

#### THURSDAY, MAY 10 I DUAL BRANDED MERCHANDISE

Interested in purchasing dual branded gifts for your clients who attend the Travelers Championship? Please contact Larry Antinozzi at TPC River Highlands at (860) 635-2211 or LarryAntinozzi@pgatourtpc.com with questions or to place an order. To ensure that your order is received in time for the tournament, orders should be placed no later than May 10. Orders placed after that date may be subject to additional service fees for rush delivery. See page 17 for more information about our Corporate Merchandise Program.

### FRIDAY, MAY 11 I CATERING INFORMATION

Final menu selections and quest counts are due to Levy Golf by Friday, May 11.

### FRIDAY, MAY 18 I BRANDING ELEMENTS

The following branding element submissions are due no later than Friday, May 18. If your sponsorship package includes any of these branding elements, you will have received a separate email with submission specifications.

- · Pairings Guide Submissions
- Video Board Submissions
- Video Tower Submissions

### MONDAY, MAY 28 | CERTIFICATE OF INSURANCE

All Corporate Row Chalet, Sky Suite and Weekly Skybox partners are required to provide the tournament with a Certificate of Insurance (COI), per the hospitality venue agreement. Please provide the COI to Kendall Keil at kkeil@travelerschampionship.com no later than Monday, May 28.



This section of the guide will be a detailed review of phase 4, highlighted below.



### 4-6 MONTHS **BEFORE**

Objectives and Point Person



### 8 WEEKS **BEFORE**

Send Invitations Tournament Submissions & Approval

# Venue Layout

Hospitality Menu Tasting

Preliminary Menu Choices Preliminary Guest Counts

Corporate Merchandise Sponsor Gift Approvals

Final Guest Counts

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

Certificate of Insurance

Travelers Championship Preview Party

**3-4 MONTHS** 

**BEFORE** 

Craft Guest Lists & Invitations Printed Tickets vs. **Electronic Tickets** 



Distribute Tickets Tournament Final Forms and Counts



Shipping Forms

Venue Set-Up and Breakdown



#### **DURING TOURNAMENT**

Hosting Roles A-Z Information (Coming Soon!)

### **1-2 WEEKS AFTER**

Guest Follow-Up and Internal Analysis





#### **HOW DO I DISTRIBUTE PRINTED TICKETS?**

If you choose not to use electronic tickets, the tournament will start shipping client ticket packages about 4-6 weeks prior to the tournament. Please note - the tournament will not ship tickets prior to receiving sponsorship payment.

The majority of our survey respondents start delivering tickets (both physical and electronic) two weeks before the event, continuing delivery on a rolling basis until the tournament begins. If event information has not already been included in an email or sponsor website, including it along with the tickets is recommended.

Some sponsors hand deliver tickets to the client as it presents an opportunity for a face-to-face meeting. If hand delivery is not feasible for every guest, consider enclosing a personal note with the tickets in the mail. If a guest commits at the last minute, you may also leave tickets at the tournament's Will Call. (See next page for additional Will Call information.)

Surveying successful PGA TOUR sponsors showed that clients cancelling is no rarity. Because of this, most sponsors have pre-determined internal procedures for ensuring that empty spots are quickly filled with qualified clients. First, they refer back to the target list. Next, they are sure to retrieve the tickets from the clients that cancel so they can distribute them to the next person on the target list.

Please keep in mind that children, ages 3 and older, must have the appropriate ticket to enter a hospitality venue. Complimentary admission for children 15 and under, allows Grounds access only.



#### **SUMMARY**

- Begin delivering your tickets two weeks before the event (in person if possible)
- Use a web page, app or intranet page to deliver specific event information to guests
- Use an online tool to track ticket usage
- If a client cancels, refer to your target list to redistribute the ticket

#### **GET THE APP**

- After receiving RSVPs from guests, encourage them to download the PGA TOUR app, which includes some of the features below:
- Real-time leaderboard with a player shelf allowing quick access to player scoreboards, profile and video
- Live player scorecards now featuring SHOT TRIALS, PLAY BY PLAY, and LIVE STATS
- Groupings view with TEE TIMES and LOCATION information
- Access to LIVE video for every PGA TOUR event
- VOD including tournament highlights, round recaps, player features and more
- · Course detail with hole layouts, descriptions and live stats for each hole
- · Live maps which allow you to locate amenities around the course
- All the latest news from PGATOUR.com





The Travelers Championship Will Call office will be available during tournament week, Monday, June 18 - Sunday, June 24. Sponsors may choose to leave tickets, parking and other credentials for guests at Will Call so that they can pick them up when they arrive at the golf course. If a sponsor chooses to leave items at Will Call, we ask that they follow the below guidelines to ensure easy and accurate drop off and pick up.

- 1. Pre-pack credentials in Will Call-approved envelopes prior to arriving on-site.
  - Sponsors may ask the tournament staff for Will Call Envelopes in advance of the event at no cost.
  - If time is limited, sponsors may use any 9" x 12" envelope. Please print page 20 of this manual, complete the information and staple it to the front of the envelope.
- 2. Drop off envelopes at Will Call prior to guests' arrival.
- 3. Ensure guests have the directions and hours of operation for Will Call so that they successfully pick up their items.
  - \*Please confirm that guests understand they must go to Will Call prior to parking. Will Call is located outside of the parking lots.

#### LOCATION

The Will Call office is located on Golf Club Road, 1/10 of a mile south of the entrance to the General Parking Lot. In order to pick up your credentials, all guests will be required to show a photo ID.

GPS address: 1 Golf Club Road, Cromwell, CT 06416

#### **WILL CALL HOURS**

Monday: 7 a.m. – 6 p.m.
Tuesday: 7 a.m. – 6 p.m.
Wednesday: 4:30 a.m. – 6 p.m.
Thursday: 6 a.m. – 6 p.m.
Friday: 6 a.m. – 7 p.m.
Saturday: 7 a.m. – 7 p.m.
Sunday: 7 a.m. – 4 p.m.

### **DIRECTIONS TO WILL CALL**

#### From the North:

I-91 South to Exit 23, West St. Rocky Hill. Left at the end of the ramp. Continue straight until the intersection with Rt. 99. Right onto 99 (Silas Deane Highway). Continue on Route 99 past the main tournament entrance for ¼ mile. Take a left on Golf Club Road, Will-Call will be on the right.

#### From the South:

I-91 North to Exit 22 to Rt. 9 South. Take Exit 19/West St. Right at the end of the ramp. Immediate right onto Rt. 3 for one mile. Turn right onto Court St., follow to end, left onto Rt. 99 (Main St.), ¾ mile to Golf Club Road. Take a right onto Golf Club Road, Will-Call is on the right.

#### From the West:

Rt. 9 South to Exit 19. Right at end of ramp onto West St. Immediate right onto Rt. 3 for one mile. Turn right onto Court St., follow to end, left onto Rt. 99 (Main St.), ¾ mile to Golf Club Road. Take a right onto Golf Club Road, Will-Call is on the right.

#### From the East:

Rt. 9 North through Middletown. Exit 18/Rt. 99 Cromwell/Rocky Hill. Follow Rt. 99 for 3 miles. Turn right on Golf Club Road. Will-Call is on the right.

Last Name		First Name			
PICKED UP					
Signature			Date		Time
TICKETS LEFT BY					
Name/Company				Phone Number	
Date	Time				
TOURNAMENT CTAFF	CONTACT				
TOURNAMENT STAFF	CONTACT				
Name				Phone Number	



**TICKETS FOR** 

WILL CALL

## SHIPPING INFORMATION I 2 WEEKS BEFORE



The tournament is pleased to offer both inbound and outbound shipping support to tournament partners. If a client intends to ship anything to or from the tournament grounds, please follow the process set forth on pages 22-23 of this manual.

The client is responsible for shipping and delivery of any materials to the designated facility, in which all shipments must be prepaid. The tournament is not responsible for items lost or damaged during shipping or while held on-site prior to, during or after the tournament.

All materials should be shipped to:

Travelers Championship
Attn: Company Name/Hospitality Venue (i.e. skybox, corporate row, etc.)
One Golf Club Road
Cromwell, CT 06416

Boxes should be numbered in an "X of Y" system. It is imperative that shipments be labeled in this manner to ensure they all get delivered to your suite area. Also, please include deliveries@travelerschampionship.com on the packing slip, so the tournament will receive shipping notifications, as specified on the Inbound Shipment Delivery Form (page 24).

The tournament can only receive shipments from June 1 - June 15, 2018. No shipments can be received from June 16 - June 24, 2018.

The tournament will also provide clients with outbound shipping support. We ask that clients have outbound shipments organized in hospitality venues by 2:00 p.m. on Sunday afternoon. Tournament volunteers will assist with labeling and shipping supplies, as well as transporting shipments to the appropriate location. Please have FedEx or UPS account information available for all outbound shipments.

On the following two pages, you will find our Inbound Shipment Delivery Form, as well as our Outbound Shipment Form. Please complete the Inbound Shipment Delivery Form and return no later than Friday, June 1.

For any questions regarding the shipping process, please contact Kendall Keil:

Kendall Keil Partnership Manager Office: 860-502-6803 Cell: 860-967-5332



### DELIVERING SHIPMENTS TO THE TRAVELERS CHAMPIONSHIP:

If you intend to ship anything to the event, please provide details on the form below. As the tournament receives hundreds of deliveries for its tournament partners, please be sure to address the shipment **EXACTLY** as follows:

**FROM:** Your Company Name Your Company Address

TO: Travelers Championship

Attention: Your Company/Hospitality Venue (i.e. Sky Suite)

One Golf Club Road Cromwell, CT 06416

Please include the email address of your tournament staff contact so we receive shipping notifications. (i.e. kkeil@travelerschampionship.com) Please number all boxes in an "X of Y" system. (i.e. 1 of 4, 2 of 4, etc.)

#### SHIPPING INFORMATION:

Company Name:
Contact Person (include cell phone number):
On-Site Contact (if different than above):
Method of Shipping (FedEx Ground, FedEx Express, UPS, etc.):
Tracking Number(s):
Delivery Date (Between June 1 - June 15):
Vendor (if other than you):
Number & Size of Packages:
Contents of Shipment:

#### **PLEASE NOTE:**

We can NOT receive any shipments prior to June 1 or after June 15.

Please return this form by Friday, June 1, 2018 via fax or email.

All delivery drivers must be equipped with a LIFT GATE and PALLET JACK.

Shipping forms can also be completed electronically at www.travelerschampionship.com/shipments



#### SENDING SHIPMENTS FROM THE TRAVELERS CHAMPIONSHIP:

The tournament is pleased to offer the operational facilitation of shipping outbound packages from the golf course for tournament partners. If you intend to ship anything from the event back to your company, please provide details on the form below. As the tournament receives and sends hundreds of deliveries for its tournament partners, please be sure to complete this form and follow the outlined protocols.

#### **PLEASE NOTE:**

We CAN NOT accept any outbound shipments after Sunday, June 24, and all shipments must be prepaid.

- Please have FedEx or UPS account information available.
- Volunteers will be available to assist with shipping supplies.
- Volunteers will manage transportation of shipments.

					ΔТІ		

Company Name:
Contact Person (include cell phone number):
Method of Shipping (FedEx Ground, FedEx Express, UPS, etc.):
Tracking Number(s):
Number & Size of Packages:
Contents of Shipment:

#### PLEASE GIVE THIS FORM TO THE EXECUTIVE COMMITTEE VOLUNTEER IN CHARGE OF YOUR AREA.

ART KUEVER CORPORATE ROW (860) 227-4388 DANA SHULTS SKYBOXES/SKY SUITES (413) 519-7438 DANIELLE SOBOCINSKI SKYBOXES/SKY SUITES (845) 629-5619

IF YOU NEED TO CONTACT DELIVERIES: DELIVERIES CHAIR DELIVERIES@TRAVELERSCHAMPIONSHIP.COM (860) 834-1802

### VENUE SET-UP & BREAKDOWN INFORMATION | 2 WEEKS BEFORE



#### CORPORATE ROW AND SKY SUITE PARTNERS ONLY

The tournament is pleased to offer hospitality venue set-up and breakdown time to Corporate Row and Sky Suite partners. If clients would like to setup materials, displays, signage, banners or the like in their hospitality venues, they may do so following the process set forth on page 23 of this manual.

The client is responsible for the delivery of materials to the golf course (please see Shipping Information on page 25 if you would like to ship materials in advance). The client is also responsible for the removal of all materials from the golf course. The tournament is not responsible for items lost or damaged while set up on-site.

Due to the limitations of tournament staff and venue accessibility, all hospitality venues must be set up prior to 5:00 p.m. on Tuesday, June 19, 2018. This will ensure the tournament has the necessary time to make final venue arrangements and that venues are set up for guest arrival Wednesday morning.

Due to the temporary nature of the tournament, all hospitality venues must be broken down by 5:00 p.m. on Monday, June 25, 2018. Breakdown may also occur on Sunday evening following the end of play. This will ensure no client materials are lost or misplaced in the dismantling of any hospitality structures. Please note, tournament staff assistance for venue breakdown Sunday evening is limited.

On the following page, please find our Hospitality Venue Set-Up and Breakdown Form. If clients intend to set up materials in a venue, please complete this form no later than Friday, June 1, 2018.

For any questions regarding the venue set-up and breakdown process, please contact Kendall Keil:

Kendall Keil Partnership Manager Office: 860-502-6803 Cell: 860-967-5332



#### **SET-UP DEADLINE:**

All hospitality areas are to be set-up by 5 p.m. on Tuesday, June 19, 2018.

SET-UP INFORMATION:
Company Name:
Contact Person:
Telephone:
Email:
Date and Time of set-up:
Please describe the scope of your set-up:
BREAKDOWN DEADLINE: All hospitality areas are to be broken down by 5 p.m. on Monday, June 25, 2018.
BREAKDOWN INFORMATION:
Company Name:
Contact Person:
Telephone:
Email:
Date and Time of set-up:
Please describe the scope of your breakdown:

#### FORM SUBMISSION AND ADDITIONAL QUESTIONS:

Please return this form by Friday, June 1, 2018 via email or fax and direct any additional questions to Kendall Keil:

Kendall Keil Partnership Manager Office: 860-502-6803 Cell: 860-967-5332



This section of the guide will be a detailed review of phase 5, highlighted below.



### 4-6 MONTHS **BEFORE**

Objectives and Point Person



### 3-4 MONTHS **BEFORE**

Invitations Printed Tickets vs. **Electronic Tickets** 



#### 8 WEEKS **BEFORE**

Send Invitations Tournament Submissions & Approval

# Venue Layout

Hospitality Menu Tasting

Preliminary Menu Choices Preliminary Guest Counts

Corporate Merchandise Sponsor Gift Approvals

Final Guest Counts

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

Certificate of Insurance

# Travelers Championship Preview Party



Distribute Tickets Tournament Final Forms and Counts



Shipping Forms Venue Set-Up and Breakdown



### **DURING TOURNAMENT**

Hosting Roles A-Z Information (Coming Soon!)

#### **1-2 WEEKS AFTER**

Guest Follow-Up and Internal Analysis



### CLIENT ACTIVATION GUIDE | DURING TOURNAMENT



#### **HOW DO I ENTERTAIN MY GUESTS?**

In this section you will find strategies PGA TOUR sponsors use to deliver stress-free, memorable and VIP experiences to their guests. Most of our survey respondents have company representatives arrive at least one hour before the tournament hospitality venues open (see the Appendix for Venue Hours of Operation). When a guest walks through the door they should be warmly welcomed by the employee that is acting as the company host. To create continuity and familiarity, consider using the same company host each day. The company host should then connect the guest with the company representative who invited them.

Your sponsorship platform provides a great opportunity to engage with your clients on a personal level. Your conversations and attire should match the setting. Many sponsors use social media to engage guests with the event by using the tournament hashtag or checking in on Facebook. You can also encourage them to download the free PGA TOUR app so they can follow the action, navigate their way around the course through our interactive live maps and watch the leaderboard.

In addition to entertaining guests on-site, some sponsors schedule ancillary events throughout tournament week. You can also consider providing guests with merchandise or gifts as part of the experience. (See page 17 for more about the Corporate Merchandise Program.)

\*Please note all gifts must be approved by the tournament for security purposes.

#### SUMMARY

- Arrive at least one hour before hospitality venues open to prepare the venue for quest arrival
- Greet guests at the door and engage with them on a personal level
- Use gifts to promote your company
- Encourage your guests to download the PGA TOUR app and use social media to engage with the event
- Use the same company host each day and plan additional events throughout the week



#### **CASE STUDY**

Many PGA TOUR sponsors use gifts to thank guests for attending and to promote their brand. Most provide gifts such as branded hats or golf-related giveaways at the event. A telecommunications company uses giveaway items and enter-to-wins for prizes to create excitement in their venue. Additionally, they engage guests by creating product displays of their devices for education and sampling. In addition to gifts, successful sponsors plan events throughout the week to entertain guests and ensure engagement between guests and hosts. This is especially necessary for guests who travel from out of town for tournament week. One business administration company went the extra mile to make their guests feel special. Throughout the week, they hosted events: Sunday night dinner, Thursday night barbecue and a Friday night cookout.



#### HOW DO I ENSURE STAFF USE THIS TIME EFFECTIVELY?

The easiest way to ensure guests are happy on-site is to encourage your staff to use their time effectively. When guests arrive each day, the company host should greet them at the door and record their name and an indicator (i.e. shirt color or hat type) so other staff can identify and remember them throughout the week. The registration sheet should already indicate whether they are a customer or prospect. Once guests have been greeted by company representatives, the staff should continue to mingle and introduce them to other company employees and guests. At the event, sales staff may ask to set up a follow-up phone call or appointment, but leave more formal communication until after the event. Discreetly noting any specific information from the conversation on-site will give a personal touch to communication after the event.

It is important to have at least two company representatives on-site in the venue at all times. In addition to the point person or sponsorship team, the majority of PGA TOUR sponsors have high level executives attend each day. An easy way to distinguish company staff from guests is to provide a uniform and/or name tag for company staff.

"Connecting each guest with the casual contact and then introducing them to the rest of the team ensures an optimal experience."

-Energy/Oil Company

### **SUMMARY**

- · Record guest name and an indicator at check-in so all staff can identify the guest throughout the event
- · When appropriate, ask guests for a follow-up call or appointment
- Have at least two company representatives in the venue at all times
- Have a uniform and/or name tag for each company representative

#### **CASE STUDY**

The majority of PGA TOUR sponsors have a representative sample of employees from the company to mingle with guests and encourage future meetings once the event is over. For example, a manufacturing company has a wide variety of company representatives attend the event, such as top management, regional leaders, district leaders, local employees and headquarters support functions. Their roles on-site range from hosting guests to distributing gifts. Each staff member is easily identifiable by the team's matching golf polos.



#### **HOW CAN WE HELP?**

With months of planning in place, we strive to make our client's on-site experience seamless and exceptional. However, we understand that the nature of a temporary event can present challenges and issues may arise. Therefore, the Travelers Championship has implemented a texting program to help guests alert the tournament staff of any issues resulting in speedy and efficient resolutions.

#### **HOW IT WORKS:**

If you or your guests encounter any issues while on-site, whether that be in your specific hospitality venue or out on the golf course, text "BIRDIE" <space> Issue & Location to 69050

You will receive a confirmation text that your message was received and is being addressed by the tournament staff.

It may also be helpful to include a picture in your message.

# **HOW CAN WE HELP?**

Text "BIRDIE" <space>
Issue & Location to 69050

In addition to the texting program, you will also see tournament staff and tournament volunteers on-site. We are here to help. If you have any issues or are not happy with a resolution through the texting program, please contact our tournament staff or the lead volunteer for your venue.



This section of the guide will be a detailed review of phase 6, highlighted below.



#### 4-6 MONTHS BEFORE

Objectives and Point Person



### 8 WEEKS BEFORE

Send Invitations
Tournament Submissions & Approval

# FRIDAY, APRIL 20 Venue Layout

# WEDNESDAY, APRIL 25

Hospitality Menu Tasting

#### TUESDAY, MAY 1

Preliminary Menu Choices Preliminary Guest Counts

#### THURSDAY, MAY 10

Corporate Merchandise Sponsor Gift Approvals

#### FRIDAY, MAY 1

Final Guest Counts

#### FRIDAY MAY 19

Pairings Guide Submissions Video Board Submissions Video Tower Submissions

#### MONDAY MAY 28

Certificate of Insurance

3-4 MONTHS BEFORE

Craft Guest Lists & Invitations Printed Tickets vs. Electronic Tickets

Travelers Championship Preview Party

#### 2 WEEKS BEFORE

Distribute Tickets

Tournament Final Forms and Counts



#### FRIDAY JUNE

Shipping Forms
Venue Set-Up and Breakdown



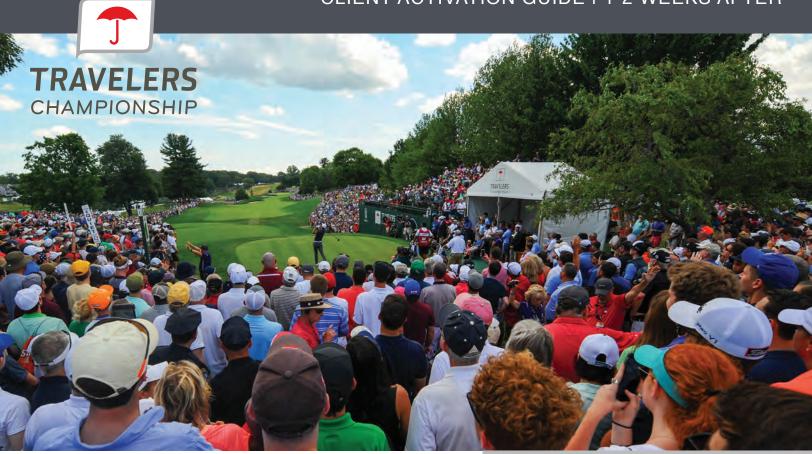
#### DURING TOURNAMENT

Hosting Roles
A-Z Information (Coming Soon!)

### 1-2 WEEKS AFTER

Guest Follow-Up and Internal Analysis





# HOW SHOULD I FOLLOW UP WITH GUESTS AFTER THE EVENT?

Once the Travelers Championship is over, take a deep breath but know your job is not complete. Successful PGA TOUR sponsors thank attendees with a personal note or phone call within two weeks of the event. For key clients, consider having senior management follow up with a personal thank you as well. Not only is follow-up important for your relationship with your guests, it can also help to close business. If you did not have a chance to start the sales process at the event, this could be a great opportunity to have face-to-face visits with guests after the event.

In addition to follow-ups from the sales team and senior management, the point person should send guests a post-event survey to gauge their satisfaction with the event. Top PGA TOUR sponsors use tools such as Survey Monkey or Google Forms to send a post-event survey. Consider offering an incentive for taking the survey, as this will entice more people to respond, giving you better post-tournament analysis. By analyzing ticket allocation, one company found that over 85% of all tickets were used for business development. It is important to continue to develop your business after the event is over by following up with your guests. Remember how much revenue each guest represents for the company and take advantage of this opportunity to meet with them. You can learn from their feedback how to improve your event for next year.

Examples of survey questions are available in the Appendix of this guide (Exhibit F).

#### **SUMMARY**

- Personally thank each of your attendees within two weeks of the event
- Use the follow-up opportunity to start the sales process
- Send a post-event survey within two weeks of the event to gauge guest feedback
- Offer a reward for taking the survey to entice people to respond

"PGA TOUR events allow the opportunity for relationships to begin or evolve, but we look for deeper conversations to happen after the event around business initiatives through mainly face to-face visits."

-Telecommunications Company



### HOW DO I DETERMINE THE SUCCESS OF MY EVENT?

According to survey respondents, top PGA TOUR sponsors analyze their sponsorship in several ways to determine success versus the defined objectives. The following questions will reveal how effective your event was and how to improve for next year:

- · Were all tickets and seats used?
- · If you purchased a weekly suite, what days were most popular for guests to attend?
- · Who used each ticket? A customer, prospect or an employee?
- Did some business units use more than their share of these assets or did others not use them at all?

It is also helpful to send an internal survey to employees who were engaged with the sponsorship and ask them the following questions:

- · Were all tickets and seats used?
- · How many times has the client been hosted?
- · What was the feedback from each client?
- Is the return on investment measurable? If so, what was the return?

COMPANIES CAN INCREASE RETURNS BY AS MUCH AS 30% BY USING A COMPREHENSIVE APPROACH TO MEASURE THE IMPACT OF THEIR SPONSORSHIPS, ACCORDING TO THE 2014 ARTICLE. "WHAT'S YOUR SPORTS SPONSORSHIP WORTH?" FROM MCKINSEY & CO.

WWW.MCKINSEY.COM/INSIGHTS/MARKETING\_SALES/IS\_SPORTS\_SPONSORSHIP\_WORTH\_IT

### SUMMARY

- Determine your success metrics before the event so you can easily measure post-event
- Analyze ticket use and feedback from clients and employees

"Feedback post-event is very important for us and helps us determine the success."

-Manufacturing Company

#### CASE STUDY

Companies determine success in many different ways. Some take a fairly qualitative approach, such as examining the ease of follow-up discussions. Others analyze their sponsorships more quantitatively, determining specific revenue generating metrics and analyzing ticket use. A telecommunications company combines approaches to determine their success. They track the number of attendees and client feedback by following up with a phone call or email. Additionally, they analyze the overall financial impact for clients/partners who attended the event using CRM data.

### **THANK YOU**

Thank you for your support of the Travelers Championship and the PGA TOUR. With your support, the tournament has generated over \$38 million for local nonprofits.





Together, anything's possible.

We hope you found this guide helpful with the planning and execution of your sponsorship. Enjoy the tournament!









**APPENDIX**GENERAL VENUE INFORMATION



#### AGE REQUIREMENT

All guests age 3 and over must have a credential to enter into a venue. All children are required to be supervised and accompanied by a parent or guardian at all times. Children are not to be left unsupervised. Failure to supervise could lead to a child and their parent or guardian being asked to leave. The tournament reserves the right to ask a child and their parent or guardian to vacate a venue if their behavior becomes distracting to staff, other guests and/or PGA TOUR Professionals.

#### **BEVERAGE & LIQUOR LAWS**

Alcoholic beverages served in venues will be chosen by Corporate Row and Sky Suite clients. Skybox bars will include beer, wine, malt beverages and assorted non-alcoholic beverages. Greenside Club will include beer, wine, liquor, malt beverages and assorted non-alcoholic beverages. No bottles, cans or cups containing alcoholic beverages shall leave the venue. Client is required to adhere to the following general regulations:

- 1. Photo ID. A valid photo ID must be presented to obtain an alcoholic beverage. Valid photo ID shall include a current driver's license, military ID, or other suitable ID as determined by Tournament Officials. Bartenders will have hand stamps to denote guests over 21; however, guests should be prepared to show their photo ID at all times.
- 2. Serving of Minors. The current legal drinking age in the State of Connecticut is twenty-one (21) years of age. Persons under the legal drinking age consuming alcoholic beverages will be asked to leave the tournament grounds.
- 3. Bartenders. Bartenders will be provided by the Tournament Caterer. Guests are not permitted to serve themselves under any circumstances.
- 4. Intoxicated Individuals. It is the responsibility of the client, as well as the bartender, to determine when a person should no longer be served. Connecticut forbids serving of alcohol to any intoxicated individual. Clients are responsible for controlling its guests who become intoxicated. The tournament reserves the right to refuse to serve any individual.
- 5. Violation of the Liquor Laws of Connecticut. Violation of the liquor laws of Connecticut by the client or its guests shall be grounds to terminate Agreement without notice and without refund of any paid charges or fees.

#### STAFFING

The tournament will provide the following staffing:

- 1. The tournament will provide a volunteer to wristband all guests upon entry. A uniform system will allow access to client's venue for client's guests only. It will be required that venue clients possess a wristband and a scanned venue ticket for re-entry to the venue. Wristbands will be required for access to food and beverage service.
- 2. A tournament representative will patrol the venue area each night from 7:00 p.m. to 7:00 a.m. during tournament week.
- 3. The tournament accepts no responsibility for items left inside the venue.
- 4. Clients are encouraged to provide a host or hostess at the venue entrance to welcome guests and sign-in guests, if desired. If clients desire a security guard for its specific venue, arrangements may be made only through the authorized tournament security vendor, at client's expense.



#### **TELEVISION**

The tournament will provide a color television monitor in the venue.

#### SANITATION

Sanitation service and trash removal is provided as part of each venue package.

#### **HOUSEKEEPING**

Daily cleaning inside each venue will be provided on a nightly basis. However, it is expected that client will place trash in appropriate receptacles.

#### **ELECTRICAL POWER**

Standard electrical wiring and power is included as part of each venue package. Given the temporary nature of the power installed, all electrical requirements must be discussed with the tournament staff. The client is responsible for any additional costs.

#### PRODUCT DISTRIBUTION/LOGO USAGE AND BAG REGULATIONS

Clients shall not distribute any goods, merchandise or gifts within client's venue without prior written consent of the tournament. Products to be distributed from client's venue during the tournament must be submitted to the tournament for approval. Items not submitted to the tournament for approval will not be permitted to be distributed. The client acknowledges and agrees that no right or license to use any of the PGA TOUR or tournament trademarks, names or logos has been granted hereunder and client shall not use, in any manner, the PGA TOUR or tournament trademarks, names or logos without prior written consent of the tournament. Additionally, PGA TOUR security regulations require any opaque bags utilized to distribute goods to be no larger than six inches by six inches or clear bags no larger than twelve inches by twelve inches by six inches.

#### **PARKING**

#### **GRAY LOT (SPONSOR VALET)**

Sponsor Valet is located in the Gray Lot at the Pro-Am Tent, adjacent to the Practice Facility. Please see the map at the end of this manual for exact location. Sponsor Valet is in operation Thursday - Sunday from 8:00 a.m. until 1 hour post play.

#### **RED LOT (VIP PARKING)**

VIP parking is located in the Red Lot with access via Golf Club Road. From Rt. 99 in Cromwell, follow signs for Red Lot (VIP parking). On-site parking lots open at 6:00 a.m. daily and are filled on a first come, first served basis regardless of whether parking is bought in advance, received through a sponsorship package or purchased at the gate. If you arrive early, the walk is only a few minutes to the main gate; late arrivals will have to park further out in the Red Lot (VIP parking) and will have up to a 8-minute walk. If you wish to purchase additional parking, VIP passes are \$22 in advance and can be purchased through the tournament office. VIP Parking is \$25 at the gate. Day specific passes are also available (see page 37.)

#### **GOLD LOT (LOT B)**

Ample parking is available daily on-site in Lot B located in the Gold Lot. On-site parking lots open at 6:00 a.m. daily and are filled on a first come, first served basis regardless of whether parking is bought in advance, received through a sponsorship package or purchased at the gate. If you arrive early, the walk is only a few minutes to the main gate; late arrivals will have to park further out in Gold Lot (Lot B) and will have up to a 10-minute walk. If you wish to purchase additional parking tickets, Gold Lot (Lot B) passes are \$12 in advance and can be purchased through the Tournament Office. Gold Lot (Lot B) parking is \$15 at the gate. Day specific passes are also available (see page 37.)

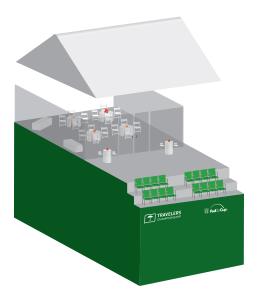
#### **TICKET POLICY**

Travelers Championship tickets no longer need to be visible on patrons at all times. However, they must be on all persons on-site at the tournament. Tickets will need to be presented at all entry points to the tournament grounds and to all tournament hospitality venues. The tournament is not responsible for lost, stolen or misplaced tickets.



#### **EACH CHALET PACKAGE INCLUDES:**

- 20' x 40' Chalet (20' x 30' interior with 20' x 10' covered patio) air-conditioned tent, fully lined interior and ceiling accompanied by outdoor stadium seating
- 304 Tickets per day for five days (Wednesday Sunday), valid for both Grounds and Chalet Admission: Total – 1,520 Tickets
- 3 Sponsor Valet Parking Passes per day (Thursday Sunday)
- 3 VIP Parking Passes per day (Wednesday Sunday)
- · 50 Gold Lot (Lot B) Daily Parking Passes, each valid any one day
- · Color television in Corporate Row Chalet
- Complimentary copies of daily Pairings Guide



#### **CATERING/BEVERAGES**

Each client will be contacted by the designated tournament caterer who will provide an assortment of catering selections designed to accommodate client's needs. Clients must use the designated tournament caterer. No food or beverage is permitted to be brought into the Corporate Row Chalet by client. No food or beverage may leave the chalet. All catering costs are the responsibility of the client. In order to provide sufficient quantities of food and serving personnel, guaranteed catering minimums will be required in all Chalets as follows:

- Wednesday 50 people
- Thursday 75 people
- Friday 75 people
- Saturday 75 people
- Sunday 75 people

Menus and additional details will be sent separately from this manual.

#### TOURNAMENT/CORPORATE ROW CHALET PASSES

The tournament will provide client with printed or electronic tickets to a designated Corporate Row Chalet, which the client may distribute to invited guests. Three hundred four (304) tickets per day per Corporate Row Chalet will be provided and will only be valid for admittance to the Corporate Row Chalet on the date indicated on the ticket. Clients are responsible for the distribution and control of the tickets to its designated Corporate Row Chalet. After the client receives the tickets, the tournament assumes no responsibility for distribution. Additional Corporate Row Chalet tickets may be purchased through the tournament staff.

Clients will be provided with company host name tags on-site each morning. Please have the main contact(s) wear their company host nametags so tournament staff and volunteers can identify who the main contacts are each day. Four company host nametags will be provided for each day of tournament week.

#### **RESTROOM FACILITIES**

A restroom facility will be available to Corporate Row clients and their quests.

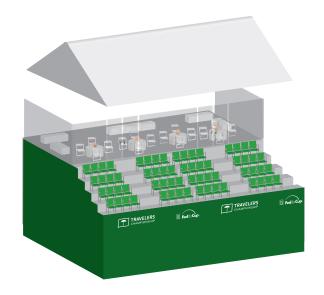
#### **AIR CONDITIONING**

The tournament will provide and install an air-conditioner unit for client's venue. No other units will be permitted.



#### **EACH SKY SUITE PACKAGE INCLUDES:**

- 30' x 40', (30' x 30' interior) air-conditioned super-span tent, fully lined interior and ceiling accompanied by outdoor stadium seating
- 135 tickets per day (Wednesday Sunday), valid for both Grounds and Sky Suite Admission: Total – 675 Tickets
- 2 Sponsor Valet Parking Passes per day (Thursday Sunday)
- 2 VIP Parking Passes per day (Wednesday Sunday)
- 50 Gold Lot (Lot B) Daily Parking Passes, each valid any one day
- · Private restroom adjacent to Sky Suite
- · Color television in Sky Suite
- · Complimentary copies of daily Pairings Guide



#### **CATERING**

Each client will be contacted by the designated tournament caterer who will provide an assortment of catering selections designed to accommodate client's needs. Clients must use the designated tournament caterer. No food or beverage is permitted to be brought into the Sky Suite by client. All food and beverage must remain inside the Sky Suite. All catering costs are the responsibility of the client. In order to provide sufficient quantities of food and serving personnel, guaranteed catering minimums will be required in all Sky Suites as follows:

- Wednesday 50 people
- Thursday 75 people
- Friday 75 people
- Saturday 75 people
- Sunday 75 people

Menus and additional details will be sent separately from this manual.

#### TOURNAMENT/SKY SUITE PASSES

The tournament will provide clients with printed or electronic tickets to a designated Sky Suite, which the client may distribute to invited guests. One hundred thirty five (135) admission tickets per day per Sky Suite will be provided and will only be valid for admittance to the Sky Suite on the date indicated on the ticket. Clients are responsible for the distribution and control of the tickets to its designated Sky Suite. After the client receives the tickets, the tournament assumes no responsibility for distribution. Additional Sky Suite tickets may be purchased through the tournament staff.

Clients will be provided with company host name tags on-site each morning. Please have the main contact(s) wear their company host nametags so tournament staff and volunteers can identify who the main contacts are each day. Four company host nametags will be provided for each day of tournament week.

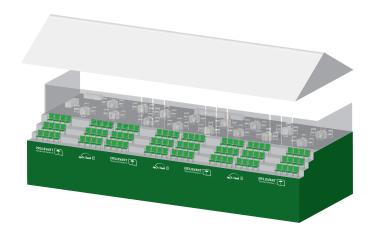
#### **RESTROOM FACILITIES**

A restroom facility will be available exclusively to the client and their guests at a location in close proximity to the Sky Suite.

#### AIR CONDITIONING

The tournament will provide and install an air-conditioner unit for client's venue. No other units will be permitted.





#### CATERING

An all-inclusive food and beverage package is included in the Aetna Greenside Club Packages. Food and beverage is not permitted to be brought into the Aetna Greenside Club by the client. All food and beverage must remain inside the Aetna Greenside Club. Wristbands distributed by tournament are required for access to food and beverage service.

Specific menu information will be sent separately.

#### TOURNAMENT/GREENSIDE PASSES

The tournament will provide client with printed or electronic tickets to the Aetna Greenside Club, which the client may distribute to invited guests. Ten (10) tickets per day will be provided and will only be valid for admittance to the Aetna Greenside Club on the date indicated on the ticket. Clients are responsible for the distribution and control of its tickets. After the client receives the tickets, the tournament assumes no responsibility for distribution. Additional Aetna Greenside Club tickets may be purchased through the tournament staff.

#### **RESTROOM FACILITIES**

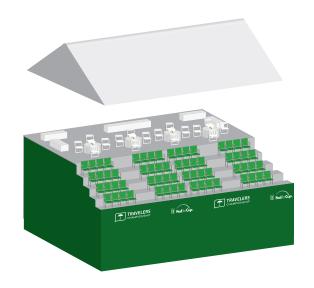
Portable restroom facilities will be available exclusively to hospitality clients and their guests.



# TRAVELERS CHAMPIONSHIP

#### **EACH SKYBOX PACKAGE INCLUDES:**

- 10' x 40' Skybox
- 54 Tickets per day (Wednesday Sunday), valid for both Ground and Skybox Admission: Total – 270 Tickets
- 2 Sponsor Valet Parking Passes per day (Thursday Sunday)
- 1 VIP Parking Pass per day (Wednesday Sunday)
- · 50 Gold Lot (Lot B) Daily Parking Passes, each valid any one day
- · Catered Food and Beverage
- · Open Bar including Beer, Wine and Malt Beverages
- · Color TV monitor in Skybox area
- · Complimentary copies of daily Pairings Guide



#### **CATERING**

An all-inclusive food and beverage package is included in the Skybox rental. Food and beverage is not permitted to be brought into the Skybox by the client. All food and beverage must remain inside the Skybox. Wristbands distributed by the tournament are required for access to food and beverage service. **Specific menu information will be sent separately.** 

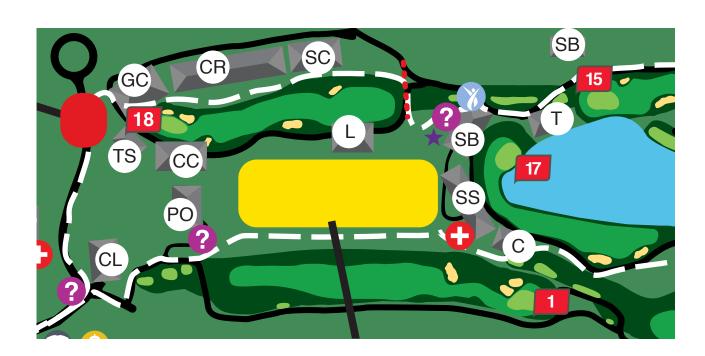
#### **TOURNAMENT/SKYBOX PASSES**

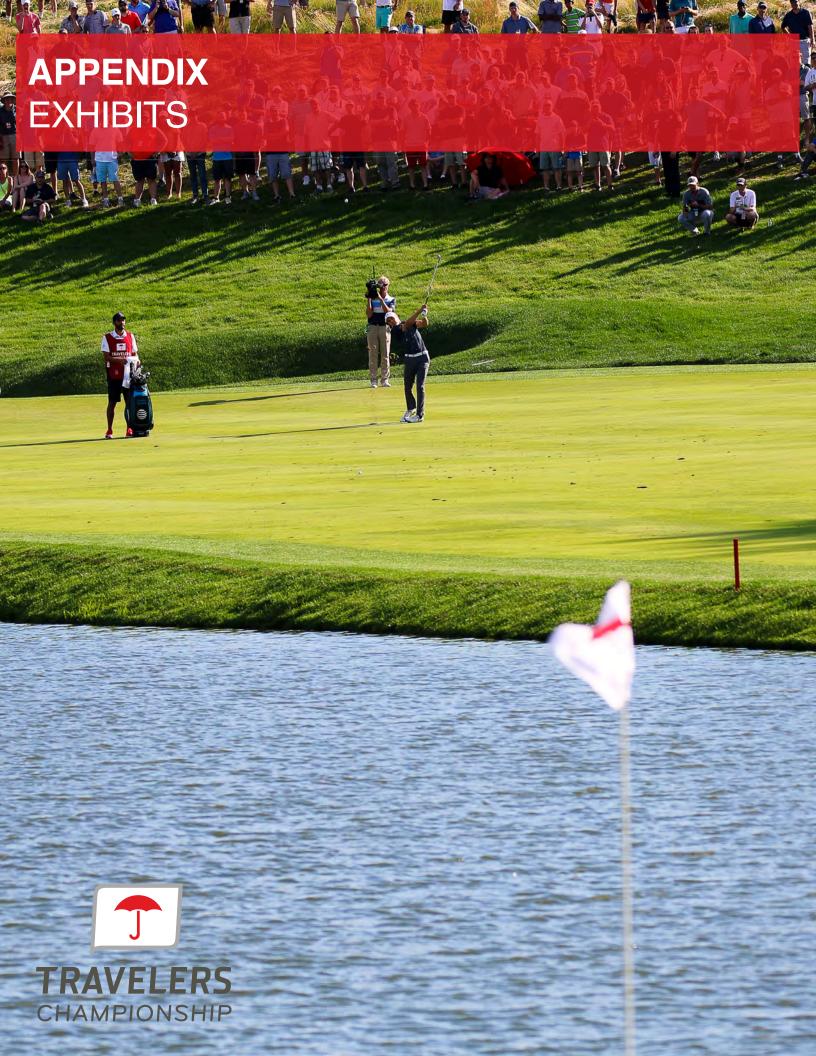
The tournament will provide client with printed or electronic tickets to a designated Skybox, which the client may distribute to invited guests. Fifty-four (54) tickets per day per Skybox will be provided and will only be valid for admittance to the Skybox on the date indicated on the ticket. Clients are responsible for the distribution and control of the tickets to its designated Skybox. After the client receives the tickets, the tournament assumes no responsibility for distribution. Additional Skybox tickets may be purchased through the tournament staff.

Clients will be provided with company host name tags on-site each morning. Please have the main contact(s) wear their company host nametags so tournament staff and volunteers can identify who the main contacts are each day. Four company host nametags will be provided for each day of tournament week.

#### **RESTROOM FACILITIES**

Portable restroom facilities will be available exclusively to hospitality clients and their guests. 17 Green Skybox restrooms are located adjacent to the Stanley Black & Decker Fan Zone restrooms. (Denoted with a purple star on the map below)







### TICKET ALLOCATION TEMPLATE

Ticket Allocation Template						
Line of Business (i.e. Marketing, Business Development, Executives)	Wednesday	Thursday	Friday	Saturday	Sunday	
Group 1						
Group 2						
Group 3						
Group 4						
Total	0	0	0	0	0	

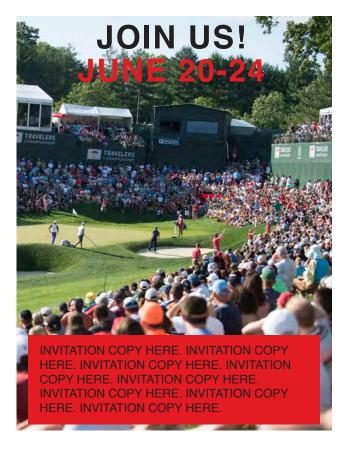
TARGET LIST TEMPLATE

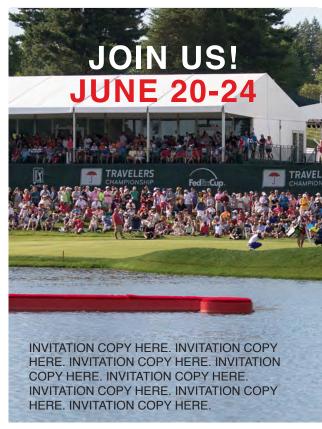


# Zip State City Contact Email Contact Phone Representative Street Address or FedEx) **Farget List Template** Contact Name | Contact Title Reason for Invitation Potential Spend Company Name Type of Account (ie prospect, current client) Representative Rank



#### PAPER INVITATIONS







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Client Logos Here

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Client Logos Here

Layout A Layout B Layout C



#### **EMAIL BLASTS**



GRAMMY NOMINATED ROCK BAND GIN BLOSSOMS, COUNTRY SINGER DRAKE WHITE AND THE BIG FIRE HEADLINE LIBERTY BANK CONCERT SERIES AT 2017 TRAVELERS CHAMPIONSHIP

HARTFORD, Cenn., May 12, 2017 — The Travelers Championship today amounced that the rock band Gin Blossoms and country singer Drake White and The Big Fire will headline the Liberly Bank Concert Series at this year's fournament. Drake White will perform Thursday right and the Gin Blossoms will take the stage Seatherly right. Bidh concerts are expected to begin at approximately 7 p.m. — after the last golfer frishinds play for the day — in the MetroHartford Allance Fan Zine. Fans can attend the Liberly Bank Concert Series by purchasing an Any One Day Ticket, which provides access to the brunnament and all off that day's fastivities.

"Liberty Bank is excited to be the presenting sponsor of this year's Concert Series for the first time. The Travelers Championship and its concerts Geffer a unique opportunity for local families and avid goff fams to see some of the world's finest athletes and musicians right here in our finore staff—'s add Chandler 1, browned; Presider and CEG of Liberty Bank. "Each year, we look forward to being a part of Connecticut's largest sporting event and we're honored to support it again this year in a whole new way."

The Gin Blossoms, a band that formed in the late 1980s in Tempe, Arizona, blends a variety of classic rock with their own high-energ pop style. Behind such hits as "Hey Jealousy," "Found Out About You" and "Till I Hear It from You," the Gin Blossoms have sold more



#### JUSTIN THOMAS, ZACH JOHNSON COMMIT TO 2017 TRAVELERS CHAMPIONSHIP

HARTFORD, Conn., March 27, 2017 – The Travelers Championship today announced that rising star Justin Thomas, currently No. 8 in the Official World Golf Ranking, and two-time major champion Zach Johnson have committed to play in the 2017 tournament.

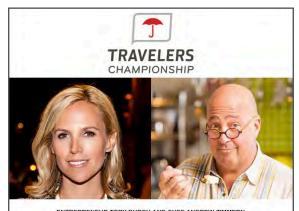
"We're very excited to be adding these two world-class players to our field," said Travelers Championship Tournament Director Nathan Grube. "Having Justin and Zach in our tournament will add to the great fan sxperience."

Justin Thomas already owns three victories on TOUR this season. The 23-year-old successfully defended his title at the 2016 CIMB Classic – his victory three in 2015 marked his first career TOUR win – and then pulled off the Hawaiian Staff in January, winning the SBS Tournament of Champions and Sony Open in consecutive weeks. He opened with a 59 at the Sony Open, where he broke the PGA TOUR's 72-hole scoring record. Thomas is currently third on the FedExCup points list. He tied for third at the 2016 Travelers Championship, his best finish in three starts at TPC River Highlands.

Zach Johnson's best Travelers Championship finish in 11 starts has also been at tie for third. Johnson has 12 TOUR victories, including a pair of major championships: He won the Masters in 2007 and captured the 2015 British Open in a playoff on the Old Course at St. Andrews. Johnson has represented the United States in five Ryder Cups and four Presidents Cups.

Thomas and Johnson join a player field that includes Rory McIlroy, Bubba Watson and defending champion Russell Knox.

The 2017 Travelers Championship will be held June 19-25. Tickets are now on sale. For more information on this year's tournament, visit <a href="https://www.TravelersChampionship.com">www.TravelersChampionship.com</a>.



#### ENTREPRENEUR TORY BURCH AND CHEF ANDREW ZIMMERN TO HEADLINE 2017 TRAVELERS CHAMPIONSHIP WOMEN'S DAY BREAKFAST

HARTFORD, Conn., May 16, 2017 – The Travelers Championship today announced details for this year's Women's Day, taking place Thursday, June 22, at TPC River Highlands. The annual Women's Day Breakfast will feature global entrepreneur, designer and philanthropist Tory Burch as well as four-time James Beard Award-winning TV personality, chef and writer Andrew Zimmern. Proceeds from this event will benefit tournament charities, including The Hole in the Wall Gang Camp, which seves children with serious illnesses. All women attending the Travelers Championship on Women's Day will receive special discounts and other benefits.

"The Women's Day Breakfast is one of our most popular events, and we have some incredible guests this year," said Travelers Championship Tournament Director Nathan Grube, "Tory is a business icon – she built an influential global lifestyle brand from the ground up and is using her success to empower other women entrepreneurs. Andrew has traveled the world exploring different cultures and experimenting with unique cuisines. They will provide an engaging



#### TOURNAMENT INFORMATION SAMPLES

#### **EXAMPLE OF INFORMATIONAL EMAIL:**

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We are looking forward to having you as our guest at the Travelers Championship! Please note the important information in this email to make your day a success while watching some of the best golf around and visiting with us. The attachments instruct you how to pick up tickets, park and find your way to the <insert Sponsorship Type>. New regulations are in effect so please read each attachment and the email carefully. All information and maps are available at www.TravelersChampionship.com.

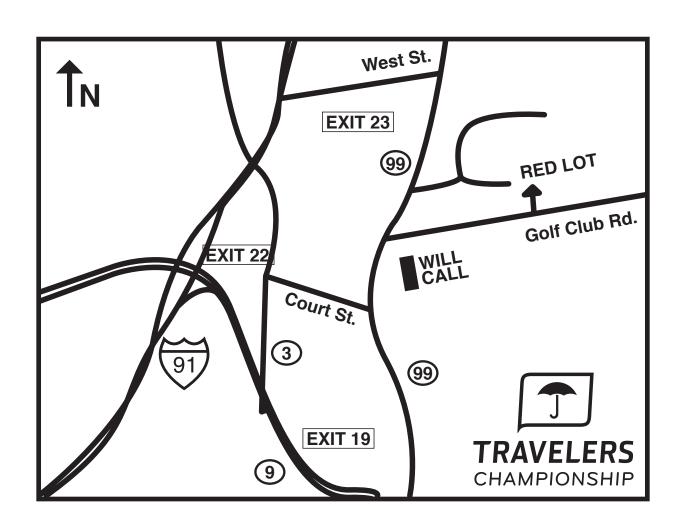
#### TICKETS:

If you haven't received your tickets, tickets are held at WILL CALL. Your tickets will be left at Will Call by <a href="https://lnsert.company">Insert Company Name</a>.

Please note: You must first pick up tickets at Will Call BEFORE parking your car elsewhere and walking to the golf course. A Valid ID is required to claim your tickets. (Driver's License suggested)

#### **PARKING:**

- 1. GENERAL PARKING, GOLD LOT (LOT B)
- 2. VIP PARKING, RED LOT





#### TOURNAMENT INFORMATION SAMPLES

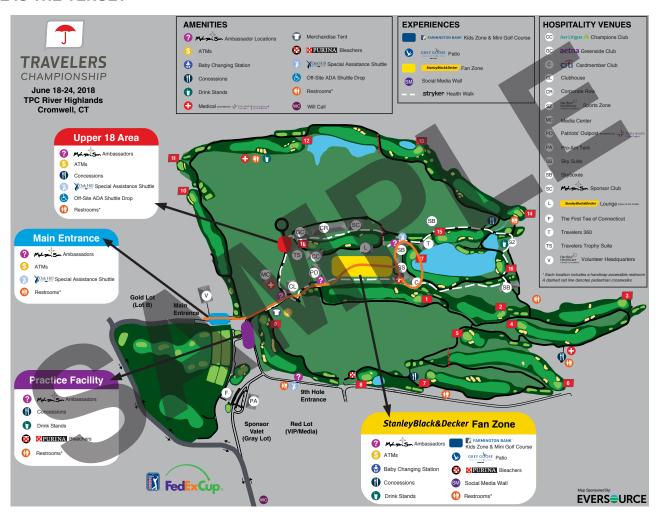
#### **BAG POLICY:**

BAGS, PURSES AND OTHER ITEMS NOT PERMITTED:

Please note the PGA TOUR security policy is very similar to those at local pro sporting events. Bags smaller than 6" x 6" x 6", clear bags smaller than 12" x 6" x 12", 1-gallon plastic freezer bags and medically necessary and diaper bags are approved.



#### WHERE IS THE VENUE?





#### **SURVEY QUESTIONS**

#### 1. PLEASE RATE YOUR OVERALL EXPERIENCE AT THE TRAVELERS CHAMPIONSHIP.

- o Excellent
- o Very Good
- o Good
- o Fair
- o Poor

#### 2. WHAT DAYS WERE YOU INVITED TO ATTEND THE EVENT?

- o Monday
- o Tuesday
- o Wednesday
- o Thursday
- o Friday
- o Saturday
- o Sunday

#### 3. WHICH DAYS DID YOU ATTEND THE EVENT?

- o Monday
- o Tuesday
- o Wednesday
- o Thursday
- o Friday
- o Saturday
- o Sunday

#### 4. PLEASE RATE YOUR HOSPITALITY VENUE SETUP EXPERIENCE.

	Excellent	Very Good	Good	Fair	Poor
Layout	П	0		0	0
Restrooms	0	0	0	0	0
Security	0	0	0	0	
View of golf	0	0	0	0	
Cleanliness	0	0	0	0	0
Pairing guides	0	0		0.	0
Flat screen televisions	0	0		0	0
Overall	0	0		0	0



#### SURVEY QUESTIONS

#### 5. OVERALL, HOW DIFFICULT WAS IT FOR YOU TO FIND THE HOSPITALITY AREA?

- o Extremely difficult
- o Very difficult
- o Somewhat difficult
- o Not difficult at all

#### 6. DID YOU RECEIVE TOURNAMENT PARKING PASS(ES) FOR THE TRAVELERS CHAMPIONSHIP?

- o Yes
- o No

# 7. DURING WHICH DAYS DID YOU UTILIZE PARKING AT TRAVELERS CHAMPIONSHIP? PLEASE SELECT ALL THAT APPLY.

- o Monday
- o Tuesday
- o Wednesday
- o Thursday
- o Friday
- o Saturday
- o Sunday

#### 8. WAS YOUR COMPANY CONTACT IN ATTENDANCE?

- o Yes
- o No

#### 9. WERE YOU GREETED AT THE DOOR BY A COMPANY REPRESENTATIVE?

- o Yes
- o No

#### 10. HOW WOULD YOU RATE THE HELPFULNESS OF THE HOSTING STAFF?

- o Extremely helpful
- o Very helpful
- o Somewhat helpful
- o Not helpful at all

#### 11. IF YOU RECEIVED A GIFT, HOW PLEASED WERE YOU WITH THE GIFT YOU RECEIVED?

- o Extremely pleased
- o Very pleased
- o Somewhat pleased
- Not pleased at all
- o Did not receive a gift



#### SURVEY QUESTIONS

12. PLEASE RATE YOUR FOOD AND BEVERAGE EXPERIENCE.

	Excellent	Very Good	Good	Fair	Poor
Food Quality	0	0	0		0
Food Selection	0	0	0	0	П
Buffet Hours	0	0	0		0
Bar Service	0	0	0	П	0
Staff	0	0	0		0
Overall	0	0	0		0

13. PLEASE PROVIDE ANY ADDITIONAL FEEDBACK REGARDING FOOD AND BEVERAGE.

# 14. HOW WOULD YOU RATE THE INTERIOR LAYOUT OF THE HOSPITALITY AREA FOR BEING CONDUCIVE TO COMMUNICATING WITH HOSTS?

- o Extremely conducive
- o Very conducive
- o Somewhat conducive
- o Not at all conducive

#### 15. DID YOU ATTEND ANY ADDITIONAL EVENTS BESIDES THE TOURNAMENT DURING TOURNAMENT WEEK?

- o Yes
- o No
- o There were no other events scheduled

#### 16. HOW DID THIS EVENT CHANGE YOUR VIEW OF <INSERT COMPANY NAME>?

- 17. NAME ONE THING THAT YOUR HOSTS DID WELL THAT STOOD OUT TO YOU.
- 18. PLEASE PROVIDE RECOMMENDATIONS AND CHANGES FOR NEXT YEAR.
- 19. PLEASE PROVIDE ANY ADDITIONAL FEEDBACK REGARDING YOUR EXPERIENCE.

This completes the survey. Thank you for your support of <a href="Insert Company Name">Insert Company Name</a> and the Travelers Championship.



