



Request for Proposal GGCC Annual Business Golf Classic

General Information:

The **GGCC Community Foundation** is seeking proposals for their **Annual Business Golf Classic**. The Gaithersburg-Germantown Chamber of Commerce is a non-profit organization serving the Upcounty business community in Montgomery County, MD. The GGCC Community Foundation is a non-profit organization that brings the business community and philanthropy together in the Upcounty. This event brings together leaders in the Upcounty business community to raise awareness and funds for scholarships at Montgomery College. This event will be managed by the **GGCC Community Foundation** with support from GGCC members and volunteers.

The proposals will be to provide the outlined services during the first week of October 2025 AND 2026. The proposals will be accepted through **March 1, 2025 until 4:30pm**.

Prospective bidders may contact Lucia Lumbreras (llumbreras@ggchamber.org, 301-840-1400) for questions concerning the process. The current service requirements are listed below, and golf courses are encouraged to make alternate proposals and offer additional services that would benefit the chamber and the event.

The contract awardee for any of these services must be current chamber members in good standing. A non-member who is selected for this contract will need to join the Chamber.

Requirements:

The Chamber is currently looking for a venue to host our **2025 & 2026 Business Golf Classic**, to be held the first week of October each year. If your bid is accepted, a time will be arranged between the GGCC and the awarded to determine the event menus. Please stipulate pricing options.

Spaces:

- Registration and check-in
- Gathering/networking space for breakfast and lunch/awards presentation
- 18-hole course
- Driving range
- Putting green (or two? – we'd like to host a couple of contests/activities here)

Attendance:

- In 2024, we sold out at 120 golfers; we'd like to keep this cap in the tournament to maintain pace of play
- 15 volunteers throughout the day

- New for 2025, we'd like to add an option for less experienced golfers to have fun and support the cause, to include group lessons, some contests on the range and putting green, and the meals and networking for the day

Rough timeline for tournament:

- 6:00am – arrival for setup
- 7:30-8:30 – check-in, networking, breakfast
- 9:00 – putt-a-rama
- 9:30 – shotgun start for tournament
- ~3:00pm – lunch and awards presentation
- Cleanup

Rough timeline for non-tournament golfers:

- 7:30-8:30 – check-in, networking, breakfast
- 9:00 – putt-a-rama
- 10:00 – group lesson on driving range with a pro
- 11:00 – break/snack
- 11:30 – group lesson on putting green with a pro
- 12:30 – break/snack
- 1:00-2:30 – contests such as Longest Drive, Closest to a Pin, Putting contest
- ~3:00pm – lunch and awards presentation
- Cleanup

Hospitality needed:

- Breakfast buffet with coffee and tea service
- Breakfast bar service – mimosa and bloody mary bar
- Lunch buffet with sodas, waters, iced tea
- Lunch bar service – one bar beverage included for golfers, cash bar additionally available
- Beverage carts – two on the course all day, all-inclusive
- We would bring in snack bags to put on the carts
- May we serve any food/beverage on the course? For instance, a sponsor served mini root beer floats at “her” hole in 2024.

Other setup and support needed:

- Assistance to setup and cleanup banners, tee signs, and sponsor signage
- Tables setup for breakfast and lunch service and networking
- Rectangular tables for registration and giveaways area
- Podium w microphone
- Specify if you can include tents/tables for any hole sponsors if they want to greet golfers on the course, and any associated costs
- Course contests setup including Pro at Beat the Pro
- Putting contest setup (we can implement with a volunteer throughout the day)
- Course marshals to monitor pace of play
- Coordination with our car dealership Hole-in-One sponsors to get car onto the course
- Tournament coordination – cart setup, scorecards, award reports
- Non-tournament golfer supports – group lessons with the Pros, Longest Drive contest implementation on the driving range

Course contests that we have implemented in past tournaments:

- Beat the Pro
- Longest Drive
- Closest to the Pin
- Heckle Hole
- Hole in One(s)
- Swing n Sip Putting Contests
- What other ideas have worked well at your course?

The venue will provide a quote per tournament golfer and non-tournament golfer to include the above requirements, and any additional costs for volunteers. Please clearly separate all line items to reflect individual pricing as well as an overall total inclusive of tax, service charges (if applicable) and gratuity.

Please include in your proposals:

- Weather policy
- Cancellation Policy
- Deposit requirements
- Current catering minimum
- Acceptable method of payments
- Option Varieties with Tax and Gratuity Included
- Venue Submitting Bid
- Site Address
- Contact Person
- Contact Email
- Contact Phone

Summary

Interested parties may submit a proposal for the full event mentioned above. It is recognized that some members may not be able to address all the different areas, whereas others may be able to do so. In that case, members are encouraged to partner (a non-catering golf course and a professional caterer, for instance).

Pricing and fees should be clearly outlined in the proposal. If fees are applicable, they should be clearly defined. If any fees are being waived, please indicate so. If you are seeking sponsorship benefits in exchange for waived fees, please indicate so.

Evaluation of proposals: Proposals will be accepted until **4:30 pm on March 1, 2025** and should be sent directly to the Lucia Lumbreras, Events and Communications Manager, via email to: llumbreras@ggchamber.org, with a cc to info@ggchamber.org.

Upon the deadline, all proposals will be shared with the GGCC Events Committee to evaluate. This body may contact bidders for clarification and may ask bidders to present to the group in the event that is deemed necessary. The Chamber reserves the right to accept or reject any or all proposals. Successful bidders will be notified in writing by the Chamber.