

# Awards Ceremony

As your event day comes to a close, the dinner/awards ceremony will be the last chance you have to make a lasting impression on your guests. Use it as another opportunity to stress the important role your golf event plays in supporting your organization, and thank everyone involved in the event. In order to make a positive final impression, you will need to keep the attention of your guests and make the awards ceremony fun for everyone.

**Here are several tips to get them looking forward to next year's event:**

- 1. Have a master of ceremonies** – Choose a master of ceremonies that is recognizable to everyone, perhaps a celebrity or CEO of a local company. Get someone who can keep the ceremony upbeat and move things along.
- 2. Give your sponsors an opportunity to speak** – Use the awards ceremony as an opportunity to give your top sponsors more exposure. Have them say a few words about their involvement with your organization. This will add more value to the sponsorship and solidify their involvement in the future.
- 3. Acknowledge your volunteers** – Introduce your tournament committee and the volunteers that make the golf event possible. It will show that you appreciate them and give them incentive to support the event in the future.
- 4. Invite additional guests** – Invite the spouses of your guests to join the event for the dinner/awards ceremony and the silent auction.
- 5. Make everyone a winner** – Try to send every participant home with something. Give out as many prizes that your budget will allow.

## Sample Schedule

- 5:30 p.m.** Silent Auction Opens
- 6:00** Welcome/Dinner
- 6:30** Introductions/Dessert
- 6:45** Sponsor Recognition
- 7:00** Organization Message
- 7:15** Awards(Contests and Winners)
- 7:30** Raffle Drawing
- 7:45** Closing Remarks
- 8:00** Silent Auction Closes

Following is a sample awards ceremony script from an existing event.

## SAMPLE AWARDS CEREMONY SCRIPT

### Awards Ceremony Key Points

(SPEAKING) <EVENT CHAIRMAN>

#### I. GREETINGS

- A. THANK PARTICIPANTS ON BEHALF OF <ORGANIZATION PRESIDENT>  
<NAME>
- B. THIS GOLF CLASSIC, NOW IN ITS <#> YEAR HAS RAISED OVER <\$> DOLLARS TO SUPPORT <DESCRIPTION OF PROGRAMS AND SERVICES>. YOU SHOULD ALL FEEL VERY PROUD TO KNOW THAT YOUR PARTICIPATION IN TODAY'S EVENT WILL ADD OVER <\$> TO THAT TOTAL.
- C. PLEASE CHECK THE SILENT AUCTION AREA. WE HAVE A NUMBER OF FABULOUS ITEMS AND PLEASE DON'T HESITATE WITH THE PEN. THE AUCTION WILL CLOSE SHORTLY AFTER THE AWARDS PRESENTATION.
- D. INTRODUCE THE MC FOR THE NIGHT

<Background information about the MC>

(SPEAKING) <MC'S NAME>

- II. ACKNOWLEDGEMENTS – WHEN I CALL YOUR NAME WILL YOU PLEASE STAND AND BE RECOGNIZED FOR YOUR CONTRIBUTION.

*PRESENTING SPONSOR*

<SPONSOR NAME> <SPONSOR DESCRIPTION AND HISTORY OF THEIR INVOLVEMENT WITH THE ORGANIZATION>

TITLE SPONSORS

<SPONSOR NAME>

<SPONSOR NAME>

RE-INTRODUCE EVENT CHAIRMAN.

**(SPEAKING)** <EVENT CHAIRMAN>

### EVENT CHAIRMAN REMARKS

ONCE AGAIN THIS HAS BEEN A GREAT YEAR FOR THIS GOLF OUTING THANKS TO THE SPONSORS, COMPANIES AND INDIV ESPECIALLY ALL OF YOU HERE TODAY. I THANK EACH OF YOU ON BEHALF OF THE <YOUR ORGANIZATION>, WHO ARE THE TRUE WINNERS ON THIS COURSE TODAY.

- A. SPECIAL THANKS TO THE COMMITTEE.
- B. LOOK FORWARD TO SEEING YOU AT NEXT YEAR'S OUTING, <DATE>
- C. PLEASE WELCOME <YOUR ORGANIZATION> PRESIDENT <PRESIDENT'S NAME>

**(SPEAKING)** <ORGANIZATION PRESIDENT>

### III. GIFT PRESENTATION

- a. PRESENT COMMITTEE WITH THEIR GIFTS
- b. ASK MC TO RETURN FOR THE AWARD PRESENTATIONS

**(SPEAKING)** <MC NAME>

**(ON STAGE)** – <ORGANIZATION PRESIDENT & MC>

### IV. AWARD PRESENTATIONS – BEFORE WE BEGIN WITH THE AWARDS PRESENTATION, WE'D LIKE TO ONCE AGAIN REMIND YOU TO CHECK YOUR BIDS IN OUR SILENT AUCTION AREA. I'VE SEEN SOME ACTIVITY IN THAT AREA AND THERE ARE SOME TRULY GREAT ITEMS, SO MAKE SURE YOU ARE THE HIGHEST BIDDER!!

WE'D LIKE TO CONGRATULATE ALL OF YOU FOR A GREAT DAY OF FELLOWSHIP AND GOLF FOR A GREAT CAUSE. WE SINCERELY THANK YOU FOR BEING HERE TODAY.

1<sup>ST</sup>, 2<sup>ND</sup> AND 3<sup>RD</sup> PLACE FINISHERS OVERALL – WHEN I CALL YOUR NAME, PLEASE COME FORWARD, RECEIVE YOUR PRIZE AND HAVE A PHOTO TAKEN WITH OUR PRESIDENT.

3<sup>rd</sup> Place winners each receive a <Gift>

3<sup>RD</sup> PLACE

- 1.
- 2.

- 3.
- 4.

2<sup>ND</sup> PLACE WINNERS EACH RECEIVE A <GIFT>

2<sup>ND</sup> PLACE

- 1.
- 2.
- 3.
- 4.

1<sup>ST</sup> PLACE WINNERS EACH RECEIVE A <GIFT> (AND BRAGGING RIGHTS FOR ONE YEAR!)

1<sup>ST</sup> PLACE

- 1.
- 2.
- 3.
- 4.

MORE ACKNOWLEDGEMENTS - WHEN I CALL THE NAME WILL A REPRESENTATIVE FROM EACH COMPANY PLEASE COME FORWARD TO ACCEPT YOUR RECOGNITION GIFT. PLEASE HOLD YOUR APPLAUSE UNTIL WE ARE FINISHED WITH THIS GROUP.

MAJOR SPONSORS, <SPONSOR NAMES>

AWARDS & RECEPTION SPONSORS, <SPONSOR NAMES>

FOURSOME PHOTO SPONSORS, <SPONSOR NAMES>

PRINT & CREATIVE SPONSOR, <SPONSOR NAMES>

V. CONTEST WINNERS – WHEN I CALL YOUR NAME PLEASE COME OVER TO THE PRIZE TABLE AND A VOLUNTEER WILL ASSIST YOU.

Closest to the Pin - winners receive a <Gift>

LADIES -

MEN -

Longest Drive – winners receive a <Gift>

LADIES -

MEN -

STRAIGHTEST DRIVE – WINNER RECEIVE A <GIFT>

WINNER -

PUTTING CONTEST – WINNERS RECEIVE A <GIFT>

WINNER -

- VII. SPONSOR ACKNOWLEDGEMENTS – READ FROM LIST, PLEASE PICK UP YOUR GIFT IMMEDIATELY FOLLOWING THE PRESENTATION
- VIII. SPECIAL CONTESTS – *WILL ANNOUNCE WINNERS AT THIS TIME IF THERE ARE ANY. SCRIPT WILL BE ALTERED THAT DAY IF NECESSARY.*

HOLE-IN-ONE –

- IX. I'M GOING TO ASK <EVENT CHAIRMAN> TO JOIN ME IN PICKING THE WINNER OF OUR RAFFLE.

<EVENT CHAIRMAN> & <MC>

- X. FOR THOSE OF YOU WHO PURCHASED A TICKET TODAY TO BE ELIGIBLE FOR THE RAFFLE PLEASE TAKE THEM OUT NOW. THE PRIZES ARE <PRIZE>. AND THE WINNERS ARE ... <WINNER'S NAME>!!

- XI. <MC>

## CLOSING REMARKS

- A.** THANK YOU TO *<EVENT CHAIRMAN>* FOR YOUR DEDICATION AND SUPPORT TO *<ORGANIZATION NAME>*.
- B.** THERE ARE MANY OTHER COMPANIES AND INDIVIDUALS WHO CONTRIBUTED TO THE SUCCESS OF THIS EVENT. TO EACH OF THESE INDIVIDUALS, I WANT TO THANK YOU.
- C.** AGAIN THANKS TO OUR HOST *<GOLF COURSE MANAGER'S NAME>* AND THE ENTIRE STAFF OF *<GOLF COURSE>*.
- D.** THANKS TO ALL OF THE VOLUNTEERS.
- E.** THE SILENT AUCTION WILL BE CLOSING IN 5 MINUTES. PLEASE CHECK YOUR BIDS. CONGRATULATIONS IN ADVANCE TO ALL OF THE HIGH BIDDERS.
- F.** DON'T FORGET TO PICK UP YOUR FOURSOME PHOTOS AND PLAQUES ON YOUR WAY OUT.
- G.** LOOK FORWARD TO SEEING YOU ALL NEXT YEAR, DRIVE SAFELY!