BMW Championship

IMPORTANT DATES

2020 DUE DATES:

• Event Planner Contact Information	Due Now
• Payment Deadline	May 1
• Corporate Patron Workshop	April
• Corporate ID Form	June 22
• Final Payment Deadline	June 30
• Program Ad Artwork	July 3
• Ticket Distribution	July (TBD)
• Final Merchandise Order	July 12
• Inbound Shipment Forms Due	July 20
• Credit Card Authorization Form Due	July 27
• Shipments Accepted	July 27 – August 22
• Venue Walkthroughs	August 20-23
• BMW Championship Week	August 25-30

MONTHLY PLANNER:

March

- Event Planner Contact Information: Due Now
- This person will be the primary point of contact for all Championship information leading up to and during the BMW Championship. We will work closely with this contact on ticketing, invites, and preparing guests, so the contact will need to be involved in each step of the planning process.

April

- Corporate Patron Workshop: April
- This workshop will cover all championship details, so we suggest that the Event Planner attend to make sure they understand what is involved in the event.

May

- Final Payment Deadline: May 1

June

- Corporate ID form due: June 22
- This form will indicate how your company name will be represented on signage
- Final payment deadline: June 30

July

- Official Program ads due: July 3
- Final Merchandise Order: July 12
- Ticket Distribution: July (TBD)
- Shipment forms due: July 20
- Credit Card Authorization form due: July 27
- Shipments accepted: July 27- August 15

August

- Venue Walkthroughs : August 20-23
- This will be your first opportunity to walkthrough your hospitality venue prior to arriving onsite. This will help you prepare for Championship week and provide further information to your guests.
- Championship Week: August 25-30