Corporate Patron Timeline

2021 DUE DATES:

- Event Planner Contact Information — March 15
- Payment Deadline — March 30
- Corporate Patron Virtual Workshop — Spring/Summer 2021
- Create Guest List — June
- Corporate ID Form — June 25
- Begin Inviting Guests — July
- Ticket Distribution — July (TBD)
- Program Ad Artwork — July 1
- Final Merchandise Order — July 12
- Credit Card Authorization Form Due — July 15
- Shipments Accepted — August 16 – 21
- Venue Walkthroughs — August 19-22

MONTHLY PLANNER:

February

- Event Planner Website Active
    - This website will contain important information for you and your guests. Once it is active please save the website as a reference throughout the summer. You are welcome to share it with your guests as well.

March

- Event Planner Contact Information: March 15
    - This information will be used to communicate all BMW Championship information before and during tournament week. Please provide us with the correct contact(s) to receive all of this information.
- Payment Deadline: March 30

June

- Create Guest Lists
    - Begin compiling a list of guests you would like to invite. Make sure to have a secondary list in case someone cannot attend

  - Send out Save the Dates to make your guests aware of the tournament
- Official Program ads due: June 1
- Corporate ID form due: June 25
  - This form will indicate how your company name will be represented on signage

July

- Begin sending formal invitations to guests and collect RSVPs
  - Set a reminder to follow up with guests who have not responded by a certain date
- Final Merchandise Order: July 12
- Credit Card Authorization form due: July 15
  - We will keep your credit card information on file to expedite any additional ticket purchases during tournament week
- Ticket Distribution: July (TBD)
  - Tickets will be available to you in July. The ticketing process will be electronic and we will have a step by step guide to help you through the distribution process.

August

- Venue Walkthrough Forms: August 2
  - Venue walkthroughs are available to anyone who would like to tour Caves Valley and your venue prior to the start of Championship week. You must complete and submit the sign-up form by August 2.
- Shipments accepted: August 16- 21
  - If you are planning to ship anything to the BMW Championship, we must receive the shipment prior to the start of championship week.
- Venue Walkthroughs: August 19-22
- Championship Week: August 24-29