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# Meeting Minutes

Below is a summary of what was discussed at the Corporate Update Sessions. Any new information discussed during the Update Session on March 22<sup>nd</sup> is in green, so it is easily distinguished.

- I. WELCOME & OVERVIEW: Mimi Griffin, President & Founder of MSG Promotions, Inc. (Webinar time 0:00 – 2:25)
  - A. United States Golf Association (USGA)
    1. Over 120 years of serving the game of golf and guiding it forward
    2. Mission: To champion and advance the game of golf
    3. Core Strategies
      - a. Golfer Engagement: Serve golfers through programs that build engagement with the game
      - b. Governance: Clarify and define the rules of the game worldwide
      - c. Golf Facilities: Advance the long-term viability of golf
      - d. Championships: Provide the very best players in the world the opportunity to compete for a title
        - i. Conducts a total of 14 national championships annually including the U.S. Open, U.S. Women's Open, U.S. Senior Open, as well as a variety of amateur and team competitions
        - ii. U.S. Open Championship
          - The 2022 U.S. Open will be the 122<sup>nd</sup> national championship.
          - Open to anyone with a Handicap Index of 1.4 or less
          - Qualifying takes place May-June, 2022
          - Conducted over four days; 72-hole stroke play
  - B. The Country Club
    1. Established in 1882 as the first country club in the United States
    2. The 2022 U.S. Open will be the 4<sup>th</sup> U.S. Open held at The Country Club. The previous U.S. Open Championships were held in 1913, 1963 and 1988, and all resulted in a playoff.
- II. CORPORATE HOSPITALITY PROGRAM RESOURCES (Webinar time 2:26 – 6:59)
  - A. MSG Promotions, Inc.
    1. The USGA's exclusive corporate hospitality marketing and management company for the U.S. Open Championship since 1995
    2. Staff with over 130 years of collective experience in the sports marketing industry
    3. Responsibilities include:
      - a. Formulation of Hospitality Program

- b. Sales
  - c. Client Resources – Update Sessions & Hospitality Manual
  - d. Corporate Hospitality Operations
  - e. On-site Management during the Championship
4. At least one MSG Promotions staff member will be assigned to each hospitality area and will serve as your main point of contact between now and the conclusion of the championship. The staff assignments are:
- i. NBC Sports – Mimi Griffin
  - ii. Clubhouse – Jeanne Taylor & Ashley Lodovice
  - iii. ProMedica – Mimi Griffin
  - iv. Village on 18 – Jeanne Taylor
  - v. Village on 15 – Kelly Segin
  - vi. Village on 14 – Emily Gillard
  - vii. Suites on 13 – Danielle Bonder
  - viii. Suites on 11 – Kim Malore
  - ix. Suites on 6 – Cheryl Gasper
- B. Corporate Hospitality Manual
- 1. The link to the manual was emailed to all daily contacts in late December.
  - 2. The contents of the manual will be kept up to date with any new information pertaining to your involvement in the hospitality program to ensure that you are referencing the most current information available.
  - 3. The Timeline, located in the *Timeline & Forms* section, is the most valuable resource in the manual as it provides an overview of the important deadlines to help you stay on track with your planning.
- C. MSG Promotions Website - [www.msgpromotions.com](http://www.msgpromotions.com)
- 1. The password-protected section of the MSG Promotions website is accessible to corporate patrons only and includes links to a variety of reference materials including the corporate hospitality manual, all necessary forms, webinar recordings of update session presentations, and maps.
    - a. **Login credentials for Tent & Specialty Option Patrons:**
      - i. **Username: USOPENcorporate**
      - ii. **Password: 2022corporatepatron**
    - b. **Login credentials for Suite Patrons:**
      - i. **Username: USOPENSuite**
      - ii. **Password: 2022corporatepatron**
- D. Final Update Session
- 1. May 11, 2022; 10:00am – 12:00pm

- a. This is the last opportunity to meet as a group before the championship; attendance at this session is highly recommended.
2. A reminder email will be sent at least two weeks prior to the update session.
  - a. A webinar option will be available for those who are unable to attend in person. The webinar recording will be posted to the password-protected client section of the MSG website following the meeting.

### III. GENERAL CHAMPIONSHIP INFORMATION (Webinar time 7:00 – 15:15)

#### A. Championship Format

1. The full field consists of 156 players.
2. The format is stroke play where competitors count each stroke on every hole.
3. There is no Pro-Am associated with the U.S. Open.

#### B. Practice Rounds (Monday, June 13<sup>th</sup> - Wednesday, June 15<sup>th</sup>)

1. Players are more amenable to interacting with the spectators.
2. Cameras are permitted and encouraged.
3. Guests can experience a more relaxed atmosphere.
4. Play will begin at approximately 6:45am and conclude at approximately 7:00pm.

#### C. Championship Rounds (Thursday, June 16<sup>th</sup>- Sunday, June 19<sup>th</sup>)

1. No cameras or autographs are allowed on these days.
2. Thursday & Friday
  - a. Players will tee off in threesomes from the 1st and 10th tees.
  - b. Play will begin at approximately 6:45am and conclude at approximately 7:00pm.
3. The field is “cut” after all players have completed 36 holes.
  - a. The cut line includes the 60 players with the lowest scores plus ties.
  - b. Saturday & Sunday
    - i. Start times will be determined by the number of players that make the cut. A smaller field will result in a later start time for the first group.
    - ii. Players will tee off in twosomes from the 1st tee only.
    - iii. Sunday of the U.S. Open is Father’s Day.

#### D. Playoff Format

1. In the event of a tie at the end of 72 holes of stroke play, there will be a two-hole aggregate playoff. If the playoff results in a tie after two holes, the tied players would immediately continue to play off hole-by-hole (sudden death format) until the champion is determined.
  - a. We will communicate which holes will be used during a playoff situation as soon as they are confirmed.

#### E. Inclement and Severe Weather Warnings & Policy

1. Meteorology staff will be on-site monitoring weather conditions at all times. The USGA

will communicate important safety information to fans through special alerts that will appear on all leaderboards as well as the on U.S. Open Mobile App.

- a. **Weather Advisory** – A blue Weather Advisory sign may be posted to alert spectators of specific weather conditions such as extreme heat.
- b. **Weather Watch** – A yellow Weather Watch sign may be posted to alert spectators that dangerous weather is possible and they should be prepared to take shelter or return to their vehicles.
- c. **Weather Warning** – A red Weather Warning sign may be posted to alert spectators that dangerous weather is approaching and they should take immediate action including exiting all grandstands.
  - i. A suspension in play due to dangerous conditions will be indicated by one prolonged air-horn blast. In the event of a suspension of play, grandstands will be cleared immediately.
- 2. If weather conditions become a public safety issue, all enclosed facilities, including the hospitality tents within each of the villages, will be opened for spectators to seek shelter.
  - a. In the event of a severe weather warning, all suite facilities will be evacuated.
- 3. Your MSG representative will advise you of this beforehand so that you are aware.

IV. TICKETS – USGA Ticket Team: Amanda Weiner, Chris Tobia, Dan McBride and Jeff Farrell  
(Webinar time 15:16 – 47:19)

A. Ticket Allocation

HOSPITALITY PACKAGE	HOSPITALITY TICKETS	STAFF TICKETS	OPTION TICKETS	ON-SITE TICKETS*
President’s Room	80	5	0	4/8
200 Ticket Tents	200	10	40	8/16
100 Ticket Tents	100	5	20	4/8
75 Ticket Tent	75	4	15	3/6
50 Ticket Tents	50	3	10	2/4
30 Ticket Suites	30**	2 (Wed-Sun)	2	N/A

*\*On-Site tickets will be discussed in detail at the May Update Session.*

*\*\*Hospitality option does not open until Wednesday. Monday and Tuesday tickets that are included in the weekly package gain access into the Trophy Club where food and beverage will be available for purchase.*

B. Junior Tickets

- 1. Available on-site at Will Call only and will never sell out.
  - a. Children ages 12 and younger will be admitted free of charge on any day (Monday - Sunday).

- b. Juniors ages 13-18 are admitted free of charge on the practice rounds (Monday – Wednesday), and at a discounted rate (\$50) for any of the championship rounds (Thursday-Sunday).
2. There is a maximum of four (4) Junior tickets per one (1) adult ticket holder.
3. Junior tickets DO NOT ALLOW access into any of the corporate areas.
  - a. EVERYONE entering any hospitality venue must have the proper ticket or credential regardless of age, including infants.
  - b. You must provide one of your hospitality tickets to any guest who plans to bring their child in order for them to gain access to your hospitality area.
  - c. We advise you to notify your guests of the Junior Ticket policy.

#### C. Mobile Ticketing

1. The USGA is moving to a mobile ticketing solution, starting with the 2022 U.S. Open.
  - a. Eliminates contact points and makes the customer experience safer and more convenient
  - b. Enhances ticket security and significantly reduces opportunity for bad characters to take advantage of fans
  - c. Simplifies the distribution process of tickets utilizing an email address instead of having to mail or personally deliver/distribute tickets
  - d. Increases ability to track tickets and utilization
  - e. Better for the environment by reducing significant paper waste from printed tickets
  - f. Keeping up to date and on par with the sports and entertainment industry trends and technology innovations
2. Each company will need to designate one Account Manager to be set up as the administrator in the AXS ticketing platform. This information was provided via the Ticket Distribution & Parking Pass Shipment Form in the *Timeline & Forms* section of the manual.
3. Account Managers will be able to access and distribute tickets via the U.S. Open App or the USGA.org Ticket Portal webpage.
  - a. The U.S. Open App is available now in the Apple App Store or Google Play Store and will be updated with 2022 U.S. Open information in the Spring.
4. Transferring tickets to attendees is then a simple, easy, and seamless process.
5. Please take a moment to read through the [Mobile Ticket/Account Manager FAQs](#) and to watch the [Mobile Ticket Video Tutorial](#) to familiarize yourself with the digital ticket process.

**V. WHAT TO FOCUS ON NOW (Webinar time 47:20 – 1:00:32)****A. Timeline Dates**

1. October 4 – Décor questionnaire was due to PEI
2. October 5 - 22 – One-on-one client calls with PEI
3. October 22 – Vendor payment setup requirements was due to PEI (if applicable)
4. December 15 – Final payment for hospitality package was due to the USGA
  - a. Invoice contact: Katie Grouss; 908.230.0006; [kgrouss@usga.org](mailto:kgrouss@usga.org)
5. December 23 – Clients received design deck, floor plan, budget, and service agreement from PEI
6. December 31 – Catering Agreement and Credit Card Authorization Form were due to Ridgewells
7. February 15 – Ticket Distribution & Parking Pass Shipment Form and Corporate Sign Form were due
1. February 18 – TENTS & WEEKLY SUITES - Deadline for final approval of décor, signed budget/service agreement, and 50% deposit was due to PEI
  - a. If you have not signed off on your décor package yet, please do so as soon as possible.
2. March 1 – Option Ticket Order Form was due
3. March 4 – TENTS ONLY - Catering deposit was due
4. March 15 – TENTS ONLY - Electrical Requirements Form was due
  - a. The purpose of this form is to let us know the type of equipment you intend to bring into your facility that will require electrical service and where each item will be located within your tent (i.e. laptops, printers, cell phone/tablet chargers, etc.). This information will be incorporated into the electrical floorplan that is produced for your specific hospitality area.
  - b. It is not necessary to include items dictated by your menu (i.e. coffee maker, ice cream freezer, etc.) or your décor (i.e. televisions, lighting, etc.). This information is communicated to us directly from the catering and décor companies.
  - c. If the items you plan to bring into your hospitality tent require additional power, extra circuits can be added which may result in a \$130 surcharge for each additional 20-amp circuit needed.
5. March 18 – Graphic files were due to PEI (if applicable)
6. March 18 - Deadline for final approval of décor, signed budget/service agreement, and 50% deposit was due to PEI – DAILY SUITES
7. April 1 – Final décor payment due to PEI
8. April 15 – Safari Telecom Service Order Form due– TENTS ONLY
  - a. The U.S. Open grounds as well as each hospitality area will be equipped with complimentary WiFi service that will be available for you and your guests.

- b. Tent patrons have the ability to order additional services such as dedicated WiFi, hard-wire internet service and IP phone rentals.
    - c. Any additional services ordered will be billed to the invoice contact listed on the form during the week of the U.S. Open.
  - 9. April 15 - Corporate Shuttle Form due – TENTS ONLY
    - a. You must submit this form in order to obtain the placards necessary to access the Corporate Shuttle Depot at Larz Anderson Park.
    - b. Limit of 2 placards per tent and companies may not drop-off or pick-up more frequently than 60-minute intervals. Requests for additional placards will not be considered until we have determined the total number of companies that plan to shuttle.
    - c. Each company that is shuttling will be assigned a specific slip in the corporate depot.
    - d. No vehicles can be staged at the Corporate Shuttle Depot area.
  - 10. April 15 – Certificate of Insurance due
    - a. Insurance requirements are provided in the Insurance section of your Hospitality Agreement as well as in the [\*Hospitality Program Policies & Requirements\*](#) section of the Corporate Hospitality Manual.
    - b. Certificates can be emailed to Anne Kellstrom ([akellstrom@usga.org](mailto:akellstrom@usga.org)) or mailed to Anne Kellstrom, Manager, Legal Services, United States Golf Association, 77 Liberty Corner Road, Liberty Corner, NJ 07938.
  - 11. April 15 – Deadline to Order Co-Branded Merchandise
  - 12. May 6 – Catering Deadline:
    - a. Tent Patrons – Final menu selections, guest guarantees and catering balance due to Ridgewells
    - b. Suite Patrons – Menu upgrade orders and payment due to Ridgewells
  - 13. May 9 – Corporate Cup – TENTS ONLY
  - 14. May 11 – Final Update Session
- B. Become Familiar with your Hospitality Package
- 1. Understand where your hospitality area is located in relation to the course
  - 2. Understand the amenities included in your hospitality package

HOSPITALITY PACKAGE	HOSPITALITY TICKETS	STAFF TICKETS	OPTION TICKETS	ON-SITE TICKETS*	VIP PARKING PASSES
President's Room	80	5	0	4/8	40
200 Ticket Tents	200	10	40	8/16	100
100 Ticket Tents	100	5	20	4/8	50
75 Ticket Tent	75	4	15	3/6	40
50 Ticket Tents	50	3	10	2/4	25
30 Ticket Suites	30**	2 (Wed-Sun)	2	N/A	15

\*On-Site tickets will be discussed in detail at the May Update Session.

\*\* Hospitality option does not open until Wednesday. Monday and Tuesday tickets that are included in the weekly package gain access into the Trophy Club where food and beverage will be available for purchase.

C. **Wrap-Up Invitation Process**

1. Continue sending invitations to your B & C lists
2. Hold tickets back for last minute needs.

D. **Finalize Your Parking & Transportation Plans**

E. **TENT PATRONS – Determine who you will include in the Corporate Cup**

1. Details for the day along with an RSVP link were emailed on March 10<sup>th</sup>
2. Corporate Cup RSVP's are due by Friday, April 8<sup>th</sup>

F. **Other Considerations**

1. There are several golf courses in the Brookline area that are available to host your guests during U.S. Open week. For a list of courses and more information on how to secure tee times, please contact Jeanne Taylor ([jtaylor@msgpromotions.com](mailto:jtaylor@msgpromotions.com)).

G. **Review Co-Branded Merchandise Opportunities**

**VI. CORPORATE MERCHANDISE – Ryan Hutchison, Manager, Corporate Merchandise (Webinar time 1:00:33– 1:18:21)**

A. **Benefits of the U.S. Open Corporate Merchandise Program**

1. Exclusive opportunity to purchase co-branded merchandise reserved only for U.S. Open corporate clients
2. Extends your investment in the U.S. Open and generates excitement for your company
3. Provides your guests with memorable items from their time at the Championship

B. **Co-branded merchandise can only be ordered through the USGA. Co-branded merchandise CANNOT be ordered through ad specialty companies, directly from vendors or from local pro shops.**

C. **The Process**

1. Plan your budget
  - a. A number of products are available at a variety of price points.
  - b. Invitations are available in both printed and digital forms.



- c. Determine how many people you plan on purchasing gifts for and how/when you plan to distribute the gifts.
    2. Browse the products
      - a. The 2022 offerings are available on the Corporate Merchandise website:  
<https://corporatemerch.usga.org>
    3. Provide your logo
      - a. A .DST or .EMB file is required for embroidery orders (i.e. apparel, headwear, etc.)
        - i. Please include the PMS/Pantone colors of your logo when sending the file
      - b. An .EPS or .JPG file is required for screen printed orders (i.e. towels, clear bags)
  - D. Invitation Options
    1. Custom Digital Invitations
      - a. A set of four web-based templates with customizable text for a one-time fee of \$400
        - i. Each template is also available on an individual basis for \$150 per template.
      - b. Only way to include the 2022 U.S. Open logo and course imagery in digital invitations
      - c. Includes your company logo at the bottom of each template
      - d. A co-branded email header is also available for \$100 to be used in your own web-based email.
    2. Custom Printed Invitations
      - a. Printed notecards on 100 lb. heavy white paper featuring the 2022 U.S. Open logo on the front and your company logo and customizable messaging on the inside.
      - b. Only way to include the 2022 U.S. Open logo in your invitations/marketing
      - c. \$3.00 per card (includes envelope)
      - d. Addressing included for individual delivery
  - E. Deadline to Order Co-Branded Merchandise – April 15, 2022
  - F. Merchandise Pavilion
    1. The main Merchandise Pavilion will be 24,000 sq. ft. and will be located between the 1<sup>st</sup> and 18<sup>th</sup> fairways. There will also be an 8,000 sq. ft. Satellite Merchandise Tent located in the Fan Area next to the 14<sup>th</sup> fairway.
    2. Gift cards starting at \$20.00 are available for purchase through the Corporate Merchandise Program.
    3. Pre-Championship Opening (open to the public; no ticket required)
      - a. June 10 - June 12; 10:00am – 6:00pm
- VII. CORPORATE HOSPITALITY VENUES & COURSE MAP (Webinar time 1:18:22 – 1:25:10)**
- A. NBC Hospitality – Located on golfer’s left of the par-3 16<sup>th</sup> hole
  - B. President’s Room – Located on the second floor of the Clubhouse
  - C. ProMedica – Located on golfer’s right of the 6<sup>th</sup> tee

- D. Village on 18 – Located on the golfer’s right of the 18<sup>th</sup> hole and includes (2) 200 ticket tents, (3) 100 ticket tents and (1) 50 ticket tent.
  - 1. There will be an entrance located on each end of the village.
- E. Village on 15 (Left) – Located on the golfer’s left of the 15<sup>th</sup> hole and includes (2) 100 ticket tents and (1) 50 ticket tent.
- F. Village on 15 (Right) – Located on the golfer’s right of the 15<sup>th</sup> hole and includes (2) 100 ticket tents.
  - 1. We have renumbered the two tents located on golfer’s right of the fairway (previously tents 4 & 5 are now tents 1 & 2).
- G. Village on 14 – Located on golfer’s left of the 14<sup>th</sup> hole and includes (22) 50 ticket tents.
  - 1. There will be two entrances in the Village on 14. The main entrance will be located between tents 6 & 7 and a secondary entrance will be located by tent 22.
- H. Suites on 13 – A double-decker facility with 22 suites separated into two sections on the 13<sup>th</sup> green. The smaller section, located behind the green, will have 8 total suites (4 on each level). The larger section, located on golfer’s left of the green, will include 14 total suites (7 on each level). Eighteen of the suites are weekly suite clients and four of the suites are daily suite clients.
- I. Suites on 11 – A double-decker facility located behind the 11<sup>th</sup> green with a total of 14 weekly suites (7 on each level).
- J. Suites on 6 – A double-decker facility located behind the 6<sup>th</sup> green with a total of 10 suites (5 on each level). Six of the suites will be weekly suite clients and four of the suites will be daily suite clients.
- K. Locator Maps on the Course
  - 1. Several large maps will be placed throughout the course with a “You Are Here” indication to help all fans navigate their way around the course.
- L. Fan Areas on the Course
  - 1. The Fan Area located next to the 14<sup>th</sup> Fairway includes the Trophy Club, the Champions Pavilion, Satellite Merchandise Tent, Fan Services, the USGA Museum tent, and the Lexus Activation tent as well as concessions and restrooms.
    - a. The Monday and Tuesday tickets included with the weekly suite packages have access to the Trophy Club where food and beverage will be available for purchase.
    - b. Fan Services – features championship information and materials as well as mobile charging stations.
    - c. Lexus Performance Experience – features state-of-the-art interactive golf experiences as well as the latest Lexus vehicles.
  - 2. The Fan Area located between the 1<sup>st</sup> and 18<sup>th</sup> fairways will feature the Main Merchandise Pavilion, the shipping and bag check tents, the Ralph Lauren Activation tent and concessions.

3. The Garden, located on the golfer's right of the 1<sup>st</sup> fairway, is an upgraded general admissions ticket area. Your hospitality package tickets do not allow access into The Garden.
4. There will be another Fan Area located on golfer's left of the 16<sup>th</sup> green that will include a Fan Services tent as well as a First Aid station and concessions.
  - a. There will be additional First Aid stations near the 2<sup>nd</sup> tee and 12<sup>th</sup> tee.

#### VIII. HOSPITALITY OPERATIONS (Webinar time 1:25:11 – 1:57:11)

##### A. Access into Hospitality Areas will be STRICTLY enforced

1. MSG staff, interns and volunteers will monitor the entrances to each hospitality area from 7:00am – 7:00pm to ensure that only those with the proper ticket or credential gain access to the hospitality area.
  - a. Signs will be posted at the entrance to each of the hospitality venues indicating which tickets and credentials are permitted access into the area.
  - b. There will also be signs posted at the entrance to each tent village listing the tents that are closed on that day. Guests with tickets to a “closed” tent will not have access to the village or tent on that day. Your tent is considered “closed” on any day that you have not ordered food and beverage.
2. Patrons are responsible for monitoring the access into their specific tent/suite.

##### B. Entrance Procedure

1. The entrance to each of the hospitality villages and suite facilities will include separate queues for first-time and returning guests to facilitate the ease of ingress into each area.
2. Upon first entry into each hospitality facility, guests will have their ticket scanned and an RFID wristband affixed to their wrist (as shown in this [video](#)).
  - a. Only the RFID wristband will be required for re-entry to the hospitality area. Guests will be required to tap their wristband on the RFID reader to verify access before re-entry into the hospitality area (as shown in this [video](#)).

##### C. Cell Phone Charging in Drink Rails

1. Every drink rail on the tent and suite patios will include USB ports for cell phone charging.
2. There will be a dual USB port (2 USB outlets) for every 4' of drink rail.
3. We encourage you to bring your own supply of charging cords for the various types of cell phones (iPhone, Android, etc.).

##### D. Restrooms

1. Each hospitality area will have dedicated restroom facilities exclusive to guests in that specific area.
2. Port-o-let restroom units will also be located throughout the course for all spectators.

E. No Smoking Policy

1. The NO SMOKING policy will be enforced inside all tents, suite facilities, on the tent/suite patios and along the common walkways.

F. Prohibited Items

1. A complete list of items prohibited at the U.S. Open is available in the [Championship Information](#) section of the Corporate Hospitality Manual and will be available on the U.S. Open website as well as on the U.S. Open Mobile App.
2. Spectators arriving with a prohibited item will be asked to return the item to their vehicle or check the item in the Prohibited Items trailer.
  - a. The Prohibited Items trailer locations will be communicated at the May Update Session.
3. Bag Size Restrictions
  - a. No backpacks, briefcases or bags larger than 6”W x 6”H x 6”D in their natural state are allowed into the championship.
  - b. Transparent/clear plastic hand and shoulder bags smaller than 12”W x 12”H x 6”D are permitted. These can be purchased through the USGA’s Corporate Merchandise Program.
4. Corporate Bag Tag
  - a. Each company will receive one Bag Tag which will allow you to bring one oversized bag into the championship (no larger than a shoulder duffle bag).
  - b. The Bag Tag and corresponding ID tag will be included in your parking pass shipment.
  - c. The ID tag must be labeled with your name and company and must be affixed to the bag at all times.
  - d. The bag is still subject to search and prohibited items are not permitted even with a bag tag.
5. Approved Device Stickers
  - a. Intended for the staff person hosting your hospitality area who is bringing a laptop or tablet to the championship each day.
    - i. The sticker must be affixed to the device at all times.
    - ii. The device must remain inside your tent/suite throughout the day. The use of laptops and tablets is prohibited on the course.
  - b. The Approved Device Stickers will be included in your parking pass shipment.

HOSPITALITY PACKAGE	APPROVED DEVICE STICKERS
President’s Room	5
200 Ticket Tents	10
100 Ticket Tents	5

HOSPITALITY PACKAGE	APPROVED DEVICE STICKERS
75 Ticket Tent	4
50 Ticket Tents	3
30 Ticket Suites	2

#### G. Client Inspection and Load-In - TENT AND WEEKLY SUITES ONLY

1. Each tent and weekly suite patron will be assigned a specific date and time when they may access their hospitality area to inspect the décor elements and load-in supplies and giveaways to their storage unit. This scheduled time is the only opportunity you will have to access your hospitality space and storage facility prior to the championship.
2. Load-Ins will be scheduled from Tuesday, June 7<sup>th</sup> – Saturday, June 11<sup>th</sup>.
3. Your MSG representative will email you your assigned load-in date and time prior to the May Update Session.
  - a. Prior to your inspection we will request the following information: number of people attending inspection, size and quantity of boxes you will be loading, make and model of the vehicle you will be driving.
  - b. It is CRITICAL that you arrive at your schedule time.
4. Please note that you will need to provide your own manpower if you are delivering heavy equipment or displays into your tent, suite or storage unit.

#### H. Storage Units

1. Each tent and weekly suite will have access to a lockable storage unit located on the exterior of your hospitality area.
  - a. Storage units for tent patrons will be located on the back walk deck and will be 3'W x 6'H x 3'D.
  - b. Dimensions and locations for the weekly suite storage units will be communicated as soon as that information is finalized.
  - c. You will be required to provide your own lock for the storage unit. We will communicate the recommended lock size at the May Update Session.
  - d. Storage units will not be provided for daily suite patrons.
2. There will also be a larger, common storage unit located in each of the hospitality areas that will be used for any items that do not fit into your private storage unit. The MSG staff and interns will assist you in accessing this storage unit and replenishing your items as needed throughout the day.

#### I. Accessibility

1. All hospitality facilities will be ADA accessible.
2. A limited supply of motorized scooters will be available at the Mobility Scooter Tent on a first come, first serve basis.
3. Please let us know if you will have any guests who are wheelchair bound or oxygen dependent so we can make special arrangements for them.

**IX. PARKING & TRANSPORTATION** (Webinar time 1:57:12 – END)

A. The chart below summarizes the VIP Parking allotment and location for each of the various hospitality packages.

HOSPITALITY VENUE	HOSPITALITY PACKAGE	PARKING PASSES PER DAY	PARKING LOCATION
President’s Room (Clubhouse)	80 Ticket Package	40 – VIP 2 – EVIP*	<p>VIP – Dexter Southfield School <i>(10 minute shuttle to Gate 4 – golfer’s left of 17<sup>th</sup> Hole)</i></p> <p>*EVIP – On-site <i>(walk to Gate 4 – golfer’s left of 17<sup>th</sup> Hole)</i></p>
ProMedica	75 Ticket Tent	40 - VIP 2 – EVIP*	
Village on 18	50 Ticket Tent	25 – VIP 2 – EVIP*	
	100 Ticket Tent	50 – VIP 2 – EVIP*	
	200 Ticket Tent	100 – VIP 2 – EVIP*	
Village on 15	50 Ticket Tent	25 – VIP 2 – EVIP*	
	100 Ticket Tent	50	
Village on 14	50 Ticket Tent	25	<p>12 Passes @ Primrose #4 (walk to Gate 10) 13 Passes @ Pine Manor (2 minute shuttle to Gate 10) <i>Gate 10 is located on the fairway of Primrose #3, near 11<sup>th</sup> &amp; 13<sup>th</sup> Greens</i></p>
Suites on 13	30 Ticket Suite	15	<p>Brookline Golf Course – “Putterham” <i>(walk to Gate 9, near 10<sup>th</sup> Fairway)</i></p> <p><b>Note: This is a change and is different than what was presented at the March 22<sup>nd</sup> Update Session.</b></p>
Suites on 11	30 Ticket Suite	15	<p>Brookline Golf Course – “Putterham” <i>(walk to Gate 9, near 10<sup>th</sup> Fairway)</i></p>
Suites on 6	30 Ticket Suite	15	<p>Boston College – Chestnut Hill <i>(12-15 min. shuttle to Gate 4 – golfer’s left of 17<sup>th</sup> Hole)</i></p>

B. Walking routes and distances to the corporate hospitality venues from the VIP Parking drop-off gates were reviewed.

1. [Walking Route Maps with Distances](#)

C. Ride Share & Bike Parking

1. Location: Larz Anderson Park
2. Guests will walk from the Ride Share drop-off to Gate 6, which is located between the 1<sup>st</sup> green and 2<sup>nd</sup> tee. The walk will be approximately ½ mile.
3. There is no fee or special pass required to access this area.

4. Taxis, town cars, Uber, Lyft, etc., will be able to access this area for pick-up/drop-off, however staging is not permitted, so pick up times will need to be carefully coordinated.
- D. Corporate Shuttle Depot
1. Location: Larz Anderson Park
  2. Guests will walk from the Corporate Shuttle Depot to Gate 6, which is located between the 1<sup>st</sup> green and 2<sup>nd</sup> tee. The walk will be approximately ½ mile.
  3. Vehicles must have a special placard displayed in the windshield in order to access the Corporate Shuttle Depot. Placard requests must be submitted via the Corporate Shuttle Form located in the *Timeline & Forms* section of the manual no later than April 15<sup>th</sup>.
  4. Companies are limited to 2 corporate shuttle placards. Requests for additional placards will not be considered until we determine the total number of companies that plan to shuttle.
- E. MBTA – Mass Transit
1. Orange Line – Forest Hills Station (Primary Option)
    - a. Fans will ride complimentary shuttles from Forest Hills Station and will be dropped off in close proximity to Gate 6, which is located between the 1<sup>st</sup> green and 2<sup>nd</sup> tee. The shuttle ride will be approximately 15 minutes.
  2. Green Line
    - a. Boston College Station (B Line)
      - i. Fans will ride complimentary shuttles from the Boston College Station and will be dropped off in close proximity to Gate 5, which is located on golfer's left of the 17<sup>th</sup> hole. The shuttle ride is approximately 20 minutes.
    - b. Cleveland Circle Station (C Line) & Reservoir Station (D Line)
      - i. There will be one shuttle servicing both Cleveland Circle and Reservoir Stations since they are so close. Fans will ride the complimentary shuttle and will be dropped off in close proximity to Gate 5, which is located on golfer's left of the 17<sup>th</sup> hole. The shuttle ride is approximately 10 minutes.

F. Vehicle Size Restrictions

VEHICLE SIZE	VIP PARKING at: DEXTER – NBC, Rolex, ProMedica, Village on 18 & 15 PRIMROSE – Village on 14 BC-CHESTNUT HILL – Suites on 6	VIP PARKING at BROOKLINE GOLF COURSE (Suites on 13 & Suites on 11)	CORPORATE SHUTTLE DEPOT (Tents Only)	RIDE SHARE DROP-OFF
 Sedan	Yes to Park	Yes to Park	Yes to Drop	Yes to Drop
 SUV	Yes to Park	Yes to Park	Yes to Drop	Yes to Drop
 Conversion Van (19' or shorter in length)	Yes to Park	No to Park	Yes to Drop	Yes to Drop
 Sprinter Van (longer than 19' in length)	No to Park	No to Park	Yes to Drop	No to Drop
 Mini Coach Bus	No to Park	No to Park	No to Drop	No to Drop
 Coach Bus	No to Park	No to Park	No to Drop	No to Drop