



Tennis Mixer Procedures

Fall Kick Off - Halloween - Thanksgiving - New Years - Valentines Day - St. Patricks Day
Friday the 13th - Wimbledon - Tennis and a Movie - Scavenger Hunt - Memorial Day

The following is the basic procedure for running a successful mixer.
Your format may vary depending on the group you are working with.

It is our goal to be able to provide one social event per session for each group or groups combined to provide them with more choices and opportunities to enjoy this lifetime sport.

To maximize your revenue, it is important to try to sign up as many people as possible and keep your costs to a minimum without sacrificing the quality of your event.

The elements that will make up a successful mixer include:

- Preparation
- Players
- Theme
- Format
- Fun

Basic Procedures for Running a Successful Mixer

1. Pick good dates

- Get a good date during the session
- Fridays work well for Adults
- Fridays or Saturdays are good for Juniors

2. Reserve the courts as soon as dates are set.

3. Get the word out early

- Talk up the dates in class at the beginning of the session
- Get info on website
- Encourage players to sign up with their spouse, friend... etc
- Encourage juniors to invite their friends (get email and phone numbers of friends for future sign ups)
- Email out the sign up to prospective players
- Sign players up in class
- Typical costs for a mixer are approximately \$15-20/player

4. Call the bell stand and get transportation set up if needed for the junior mixers if going to the movies

5. Order the appropriate food and beverage for your event

- Mick has a list of approximate costs for food and beverage
- Food can be ordered through Sales (Mick or Patrick can help)
- Pizza is ordered through room service and they need at least a 24 hour notice. Mick/Patrick have pizza order forms that need to be filled out and routed (attached)
- Beverages can be ordered through the desk and should be done at least a day ahead

Typical food and beverage orders for mixers

Junior Mixers

- Pizza, Pop, Dry snack assortment

Adult Mixers

- Veggie Tray, Dry snack assortment, Beer, Wine, Water

There are other choices available. There is a whole menu of choices, but these seem to be the least costly.

The following are the approximate in-house costs for the items listed above. Use this to help plan out the cost of your mixer. Cost is approximately 30% of menu cost.

- **Pop \$.30/each** – order through desk
- **Waters (12 oz) \$.33/each** – Order through desk
- **Beer \$1.00/each** – order through desk
- **Wine \$5.00/bottle** – order through desk
- **Pizza \$5.00/each** – order with pizza form and route to main kitchen and room service at least 24 hours in advance. See attached pizza order form
- **Dry Snack Assortment \$13/feeds 20** – order through sales
- **Veggie Tray (small) \$20/feeds 25** – order through sales

6. Remind and confirm players that are signed up for the event (or you will lose revenue)

- Do via email and during class
- Make any necessary changes to food and beverage

7. Prepare sign-up sheet for front desk and have one handy for yourself on court.

- Include names, cost, member number and a check box so desk can charge as they walk in the door
- In Adult mixers, try to list all females as the odd numbers and males as the even numbers (or visa versa). This is helpful for the rotations

8. Have players warm-up while you are waiting for the rest of the players to arrive.

- Start no later than 15 minutes after scheduled start time
- You may have to adjust rotations to make rounds workout well

9. Call players in and explain format. Typical mixer is two hours.

- A good format for mixers is to have each player serve 2 games of no-add scoring and then keep the balls on the court and come back to get ready to rotate
- With large numbers, you may want to have something planned while players are sitting out and waiting (ex. tennis trivia, tennis crossword...etc)
- For young junior groups, you may want to get the ball machine out on one court for those uncomfortable with playing. You can also arrange team games with feeders to make it more fun for them.
- Junior Comp and Excellence are successful with 2 hours of tennis and then getting the resort to drive them (and you) to the movies (mixer does not include movie cost).

10. Get next rotations ready while players are playing so there is not a lot of sit around time.

11. Take Pictures with Digital camera for newsletter/website

11. Prepare any prizes you have to pass out. Prizes might include:

- T-Shirts (we have plenty)
- Gift Certificates for lessons...etc

Gift certificates might include

- lessons with the Pros that are running the mixer
- Weekend Workout
- Supervised Practice Sessions
- Men's Fast Feed
- Ladies Drill
- Free Mixer
- Anything that is cost effective

Mick has templates for all certificates on his computer. Just plan ahead and he will have them printed out for you and in envelopes.

12. At conclusion of mixer make sure

- All balls are picked up
- Food is picked up by banquets (call ahead and tell them when you will be through)
- Get sign-up sheet from desk and make sure that you have all receipts stapled to sign-up sheet
- Have incentive sheet filled out with all revenue and expenses
- Turn in incentive sheet with the next set of pro fees



Purchase Order Procedure

Before you can order anything, you need to get approval to do so.

You do this by writing out a purchase order (P.O.) - Attached

This means that you want to give yourself a week ahead of order time to write out the P.O.

Purchase Order Procedures:

1. All of the information must be written out on the P.O. at the top including:

- A. Department
- B. Date
- C. Dept. Head
- D. Vendor

2. All of the information about the order must be filled out for the order:

- A. Units (how many)
- B. Description
- C. Unit price
- D. Total price

3. All of the cost information must be filled out properly:

- A. Subtotal
- B. Discount (if applicable)
- C. Tax (if applicable)
- D. Shipping (Freight)
- E. Total cost

After this, you give it to Mick and/or Laura to bring to the purchase order meeting which happens every Wednesday at 1:00 P.M. it will get signed and you will receive it back by Friday with a P.O. number on it.

if you need to get it “walked through” on a Friday for example that can be done by Laura too if all the people who need to sign it are available

4. You may now make the order.
5. After the purchase order is approved and a purchase order number is written on the P.O., it will be returned to you and you may make the order
6. Please keep all of your P.O.'s organized in a book or file so you may refer to them when needed.

If you have not established credit with a company, they won't let you order with a P.O. You must first get credit approval from a company in order to write out a P.O. Accounting will take care of this for you if you call Chris Boals and tell her where she needs to send our credit info.

Receiving the Item Purchased

1. Once you have received the item, Accounting will need to know that you have received it and that the quantities are correct. This way when the vendor sends the invoice, accounting knows that we have what we ordered and that everything is correct with the order.

Accounting **WILL NOT** pay the invoice until we have signed off on it. This will affect your future orders.

To do this:

- A. Look for the packing slip and make sure that the contents on the slip are the same contents that you have ordered.

