

# Springfield Park District Golf Outing Check List



**Golf Course:**  Lincoln Greens (18 holes)  Bunn (18 holes)  Bergen (9 holes)  Pasfield (9 holes)

**Golf Outing Name:** \_\_\_\_\_

**Date of Outing:** \_\_\_\_\_ **Alternate Date:** \_\_\_\_\_

**Contact:** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Send and Receive Text messages:**  Yes  No

**Secondary Contact** \_\_\_\_\_ **Contact Email:** \_\_\_\_\_

**Contact Number:** \_\_\_\_\_ **Send and Receive Text messages:**  Yes  No

**Format:** \_\_\_\_\_ **Starting Time:** \_\_\_\_\_

**Number of Golfers:** \_\_\_\_\_ approximately \_\_\_\_\_ carts approximately

**Volunteer carts needed:**  Yes  No **If yes, how many?** \_\_\_\_\_  
(If available)

**Beverage carts needed:**  Yes \_\_\_\_\_  No **Do you have drivers for the carts?**  Yes  No

**Banquet Hall needed?**  Yes  No **Banquet Hall located at Lincoln Greens**

**If using banquet hall, will full bar service be needed?**  Yes  No

**Drink tickets provided?**  Yes  No **How many tickets per player?** \_\_\_\_\_

**Food Description**  
(e.g., Breakfast, Lunch, Dinner, \_\_\_\_\_  
Caterer, other food requests) \_\_\_\_\_

**On Course contest:**


**Skins game scoring?**  Yes  No

**Hole Sponsor signs:**  Yes  No

**Registration tables:**  Yes  No **Number of tables requested** \_\_\_\_\_

*Please include all tables needed outside*

**Special requests or comments:** \_\_\_\_\_  
(e.g., Prizes, Gift cards, \_\_\_\_\_  
Clubhouse merchandise) \_\_\_\_\_

**Age breakdown for tees:**  White  Grey  Red

*Amenities vary by course, please contact the course for details.*