Bunn Golf Course est. 1911 | Lincoln Greens Golf Course est. 1957 | Bergen Golf Course est. 1915 | Pasfield Golf Course est. 1898

www.springfieldparkdistrictgolf.org

Thank you for considering the Springfield Park District to host your golf outing. This packet of information will guide you through the planning process and hopefully answer any questions you may have. To start, please reach out to the course where you would like to host your event and see if the date is available. Once you have secured a date and location, please complete the "SPD Golf Outing Agreement" (last page of this document) and return it to the proper facility.

Lincoln Greens G.C. – Lance Flury – (217) 786-4111 lflury@springfieldparks.org

Bunn G.C. – Laura Kuchar – (217) 522-2633 lkuchar@springfieldparks.org

Bergen G.C. – Linda Sherwood – (217) 753-6211 lsherwood@springfieldparks.org

Pasfield G.C. – Mike Logsdon – (217) 698-6049 mlogsdon@springfieldparks.org and Megan Greco – (217) 698-6049 mgreco@springfieldparks.org

Rates

Outing rates are dependent on the number of players and include the green fees and cart fees. Rates are as follows:

SPD Golf Outing Rates

	Less than 80 ppl	80 -100 ppl	101 + ppl
Bunn - 18 Holes	Weekday = $43.00 Weekend = $45.00	Weekday = $41.00 Weekend = $43.00	Weekday = $39.00 Weekend = $41.00
Bunn - 9 Holes	Weekday = $24.00 Weekend = $25.00	Weekday = $23.00 Weekend = $24.00	Weekday = $22.00 Weekend = $23.00
Lincoln Greens - 18 Holes	Weekday = $43.00 Weekend = $45.00	Weekday = $41.00 Weekend = $43.00	Weekday = $39.00 Weekend = $41.00
Lincoln Greens - 9 Holes	Weekday = $24.00 Weekend = $25.00	Weekday = $23.00 Weekend = $24.00	Weekday = $22.00 Weekend = $23.00
Bergen (44 ppl Max.) - 9 Holes	Weekday = $22.50 Weekend = $23.50	N/A	N/A
Pasfield (44 ppl Max) - 9 Holes	Weekday = $22.50 Weekend = $23.50	N/A	N/A

Steps to a Successful Golf Outing

The chart below will assist you with the planning and implementation of your golf event from start to finish.

Task	Timeframe
Select and confirm a date by submitting the outing contract	Up to 1 year in advance
Solicit sponsors, donations, VIPs, and special invitees	6–8 months in advance
Prepare invitations and marketing materials	6–8 months in advance
Secure Hole-in-One insurance (if applicable) and prizes	6–8 months in advance
Order any special merchandise requiring logos	3 months in advance
Recruit volunteers and any media required	2 months in advance
Organize your sponsor signs and consult a printer for production & delivery	1–2 months in advance
Ascertain guest list progress	1 month in advance
Confirm banquet room requirements (Lincoln Greens)	2–3 weeks in advance
Confirm your final sponsor and volunteer list	2–3 weeks in advance
Collect and organize your donations and prizes	2–3 weeks in advance
Final count for golf and banquet to the pro shop	7 weeks in advance
Contest and golf shop merchandise list to the pro shop	2 days in advance
Deliver sponsor and tee signs to the course	1–2 days in advance
Final golfer list to LGGC (formatted spreadsheet to be provided)	2 days in advance
Event payment due	Day of your event
Pre event set-up and registration	Day of your event
Book your event for next year	Day of your event
Evaluate your event for next year	1–2 weeks after the event

The staff at all our golf courses are always available as a resource to you. Please do not hesitate to call or email us should you have questions or concernsabout the items on the checklist.

Formats of Play

Scramble: This format is the most commonly used format for golf outings as it allows players of all abilities to compete and contribute to the team score. Everyone in the group tees off and then the best shot of the group is chosen. All players then play from the spot of the best drive for the second shot. This selection and play process continues until the ball is holed out.

Best Ball: This format is generally chosen when each player has a USGA handicap. Players play their own ball for each hole, and the best score is used as the team score. Variations of this format include one ball per group or two balls per group per hole.

Common Starting Hole Arrangements

Shotgun Start: All groups begin play at the same time from each hole on the golf course. This starting arrangement accommodates groups of 100–144 players. Large groups will often have 2 groups per hole, so an "A" group and a "B" group will be assigned accordingly. Depending on the group size, Lincoln Greens may adjust the starting holes to ensure a better pace of play (i.e. only one group starting on the holes following a par 3).

Modified Shotgun Start: All groups begin play at the same time from selected holes on the golf course. This starting arrangement accommodates outings with 40– 99 players. For these large groups will often have 2 groups on some holes, so an "A" and a "B" group will be assigned accordingly. Depending on the group size, LGGC may adjust the starting holes to ensure a better pace of play (i.e. Only one group starting on the holes following a par 3). Modified shotgun starts often are assigned hole #1 and hole #18 back through the course to fill out the field.

Tee Time Starts: Each group begins play from the 1st or 10th tee in succession. This starting arrangement works best for smaller groups of up to 39 players.

Skill Competition Markers (a.k.a Proximity Games)

Competition markers are designated for single-hole competitions during your golf event. Common competitions include Closest to the Pin, Longest Putt and Longest/Shortest Drive and may be separated by male/female competitions depending upon the number and mix of genders in the field. Proximity markers are placed on the competition holes by a member of the golf course staff prior to the start of your event (note: for smaller groups that are starting via tee times, markers may be placed in the cart of the first group).

SPD Golf Course Contest Hole Recommendations

	Closest To Pin	Longest Putt	Longest Drive	Hole In One (min. yardage 165)
Bunn G.C.	4, 8, 15, 17	9, 18	1, 7, 11	15, 17
Lincoln Greens G.C.	4, 8, 13, 17	9, 18	1	17
Bergen G.C.	8	1, 9	3, 5	N/A
Pasfield G.C.	2, 9	1, 6, 8	1, 3	N/A

Typically, event planners attempt to have more closest to the pin and longest putt contests than longest drive. This allows everyone a "fair shot" at winning. Longest drive contests tend to unduly give the advantage to the more skilled and experienced players. Other unique course contests may be available upon request.

What to Expect on the Day of Your Event

Coordinators and Volunteers: Your coordinators and volunteers should plan to arrive at the golf course at least 2 hours prior to the scheduled start of your event. This will provide ample time to organize your registration area and prepare any tee gifts for distribution when your guests arrive.

Guests: Participants should be notified that registration ends 15 minutes prior to the start of the event. This will allow time enough for all participants to register and settle in their cart before the event starts.

Guest Arrival: Upon arrival, guests should proceed towards the pro shop where they will be directed to the registration area and be advised of their assigned cart location. For guests arriving after the start of the event, if available, a staff member will escort them out to their group on the course.

Registration: The golf course will provide tables for registration of your guests and distribution of tee gifts and hand-outs. Registration is typically done outside the clubhouse. However, if you prefer, the registration area can be set up in the clubhouse.

Tee Signs and Sponsor Signs: The golf course staff will place all tee sponsor signs, hole-in-one signs, and additional signage for your event throughout the course, provided we have them in our possession a minimum of 3 hours prior to the start of your golf event. If possible, we ask that you have your on-course signage delivered to the course 1–2 days prior to your event date. After your event, your signs will be collected and ready for collection on the day following your event.

Golf Cart Staging: All golf carts will be outfitted with scorecard, pencil, and cart placard that includes the event name, player names, and start time/hole assignment. Carts will be arranged in rows and grouped according to their starting position on the golf course. For safety considerations and organizational reasons, cart keys will be distributed as the final greeting and event instructions are being delivered.

Starting Your Event*:* A golf course staff member will give your group a warm welcome and go over the outing format, rules of play, and other instructions for the day. A staff member will then direct your guests out to their respective starting holes for the commencement of play.

Contest Signs: The golf course staff will provide all required contest signs for your event. For shotgun start events, staff will place them out on the golf course and retrieve them at the end of your event. For tee time events, we will place contest signs with your first group and ask the last group to collect them as they finish the contest holes.

Scoreboard: The golf course staff will have a scoreboard available to post scores as players complete their rounds.

Food and Beverage

Food arrangements are typically organized by outing committee via a local caterer. For larger outings, the Springfield Park District recommends the following caterers:

Angelo's Catering Ph: 217-824-8209 www.angelos-catering.net
Cheesed OUT Catering Ph: 217-572-0583 www.facebook.com/CheesedOut/
Cured Catering Ph: 217-494-2425 https://curedcaters.com/
Hamilton's Catering Ph: 217-675-2720 www.hamiltonscatering.com
Hy-Vee Catering Ph: 217-726-1001 www.hy-vee.com
Jersey Mikes Ph: 217-787-6453 www.jerseymikes.com/menu/catering
Jimmy John's Ph: 217- 525-8470 www.jimmyjohns.com/catering/
Mission BBQ Ph: 630-282-7769 https://mission-bbq.com/get-estimate/
Nelsons Catering Ph: 217-787-9443 www.nelsonscatering.com
Penn Station Ph: 217-670-0389 https://www.penn-station.com/menu_catering.php
Poe's Catering Ph: 217-341-4341 www.poescatering.com
Turasky's Catering Ph: 217-626-2803 www.turaskyscatering.com

All beverages must be purchased from the golf course. For outings wishing to provide beverages as part of the event, we recommend issuing drink tickets. The outing will then be billed for all drink tickets that are redeemed. If an outing is purchasing drinks for its participants, we recommend 3 tickets per person (one 6 pack per cart). This allows us to offer 6-pack pricing ($16.00/6 pack & $2.67/ individual can – normally $3.25). Bottled beverages (water, soda, Gatorade etc.) will be billed at $2.50 per ticket redeemed.

Professional Services

Tee/Sponsor Signs: Our golf Course staff will place any tee signs or sponsor signs that you have for your event on the golf course, if we have the signs a minimum of 3 hours prior to the start of your event (we request that you have your signs delivered no later than the day prior to your event). Upon completion of your event, signs will be collected from the course and held for pick up.

Cart Placards and Scorecards: Prior to your event, Lincoln Greens Golf Course will generate cart placards with the names of each player and will affix the placards to the carts to designate which players are riding in each cart. LGGC will also generate official scorecards for each group.

Range Balls: We do not provide range balls as part of an outing package. Golfers typically pay for their own range balls if they so desire. However, per your approval, a small bucket of range balls can be made available at a fee of $2.50 per token (normally $4.00). These would be put on a "tab" as players request the tokens and added to the final invoice.

Rental Clubs: All SPD Golf Courses have a limited number of rental club sets. Please notify the golf course 3 days in advance if any of your guests require rental clubs.

Scoring and Results: The golf course staff will create a scoreboard for your event. A results sheet will be created that will include the teams that place for prizes and all contest winners.

Policies and Procedures

Final Player Count and Player List: All SPD Course must fully utilize their facility each day. To accurately schedule your event, the course requires that your **final guest count** be submitted 7 days prior to your event. The **final player list** (names and tee time/holes assignments) should be submitted 2 days prior to your event and should be in group format in the spreadsheet provided. The player list is one of the most important responsibilities of the event coordinator. The player list is the data source for generating your alphabetized check-in list, cart placards, scorecards, and scoreboard. We ask that you utilize the documents provided to provide that information.

Changes to Final Count: Golf course utilization is paramount to a golf course's success as a business. For this reason, we are unable to drop your golfer count once the final player count has been submitted. We will make every effort to accommodate changes to your count as the event day approaches. In most cases, we will be able to accommodate additional players who sign up after the final count has been submitted.

Payment: Final payment is due on the day of your event. In some instances, an invoice can be created and paid within 2 weeks.

Alcohol: While SPD Golf Courses do permit customers to bring food and non-alcoholic beverages, **ALL** alcohol must be purchased from the golf course.

Beverage Cart Service: Upon request, Bunn and Lincoln Greens Golf Course can make beverage cart(s) available. Typically, the event organizers will provide drivers for the cart(s).

Inclement Weather Policy: If the golf course is officially closed, the outing may be rescheduled. Except in the case of widespread extremely inclement weather, your guests should be asked to come to the golf course. Prior to the start of play, our golf course superintendent will determine the playability of the golf course. If the golf course is deemed to be playable, your event will be played. It is difficult to reschedule a golf event if there is food service involved. Food will have been ordered, delivered, and be in the preparation phase before your guests arrive at the course. We will make every effort to reach a fair determination of how to proceed should the weather affect your event.

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Springfield Park District
Golf Outing Agreement

Print Form

Outing Information

Event Date:	___	*Location:*	Select Course
Name of event:	___	*Price per Player:*	_____
Event Chairperson:	___	*Number of Players:*	_____
Phone Number:	___	*Type of Outing:*	Select
Receive Text Messages	*Yes* ___ *No* ___	*Start Time:*	Select _____
Email Address:	___	*Use of Banquet Hall:* Lincoln Greens ONLY	Select

Outing Requirements

Booking the outing: *In order to hold the date, you must complete, sign and submit the Golf Outing Agreement form to the golf professional at the course in which the outing will take place.*

40 or more golfers: *Outings with 40 or more golfers may have a shotgun start. Shotgun outings that do not reach the minimum number of players will be charged for 40 players, If additional players beyond the final count show up, every reasonable attempt will be made to accommodate the outing.*

Less than 40 golfers: *Outings with fewer than 40 golfers are not eligible for a shotgun start. Instead, these outings will be assigned consecutive tee times.*

Final Count: *The final count on the number of players is due no later than 7 calendar days prior to the event.*

Payment: *Full payment is due no later than 14 calendar days after completion of the event. Payment is to be in the form of a credit card, cash or check made payable to the Springfield Park District.*

Food and Beverages: *All beverages must be purchased from the golf course.*

Delays and Cancellations: *Frost, fog or inclement weather may cause delays of start times. If playing conditions require cancellation of the event by the course, the event will be rescheduled to a mutually agreed upon date. If the course determines that a "rain out" has occurred during the event, an equitable adjustment will be made by course management.*

I have read and agree to the terms and conditions outlined in this Golf Outing Agreement.

_____ _____

Event Coordinator *Date* *Springfield Park District* *Date*

_____

Typed name of Coordinator