

GOLF EVENT PLANNING FORM

Golf Outing/Event

Name of Golf Outing/Event: _____

Name of Event Sponsor: _____

Date of Golf Outing Event: _____ Number of Players: _____

Format of Play: _____ Tee Time: _____

Shotgun Start: _____ Registration Area: _____

Special Notes: _____

Rental Clubs: Yes _____

No. of Right-Handed Sets of Clubs: _____

No. of Left-Handed Sets of Clubs: _____

Professional Golf Assistance: *(Note requirements for registration setup, cart signs, score sheets, prizes for contests, gift certificates or other special needs for your event.)*

Cart Signs: _____ Scoreboard: _____

Rules Sheet: _____ Contest Sheets: _____

Special Requests: _____

Golf Clinics: *(Great way to get first-time golfers or beginners involved in the event.)*

Yes _____ Type: (Putting/Swing Mechanics/Non-Golfer) _____

No. of Clinics: _____ No. of People in Each Clinic: _____

Special Notes: _____

Warm-Up Range Practice: _____

Contests:

Closest to the Pin: Hole Nos. _____ / _____

Longest Putt: Hole Nos. _____ / _____

Longest Drive/Men: Hole Nos. _____ / _____

Longest Drive/Women: Hole Nos. _____ / _____

Other: _____

Course Policies:

Dress Code: _____

Food and Beverage: _____

Weather: _____

Billing/Payment: _____

Facility Usage: _____

Reservation (Shotgun and Consecutive Play): _____

Food and Beverage Requirements: (Breakfast, Lunch, Dinner, Beverage Carts, etc.)

Other Special Requests:* _____

*Please note any special needs that you may have relating to format, signage, services required, and player information that might not be noted on the above form.