

Outing Worksheet

Please fill out this document as best as you can and submit at least 30 days prior to your outing. We understand that some details may change slightly. Your final headcounts are not due until 14 days out. This information will help us all be on the same page and make your day run smoothly!



The Basics

Main Contact(s) - please list name, email, and phone number

On Site Contact(s) - please list name and phone number:

Date of Event _____

Name of Event _____

Tax Exempt Organization: YES -or- NO

*Proof of exemption must be provided to WRGC

Number of Golfers Expected _____

Number of Other Guests Expected _____

Timeline

Guests Arrive to Set Up _____

Golfers Start Arriving _____

Registration Start Time _____

Outing Start Time _____ (please circle) Shotgun -or- Tee Times

Estimated Outing End Time _____

Setup

Registration Location (please circle) Indoors -or- Outdoors -or- No Preference

Registration Set Up Requests: _____

Signage on Course (please circle) YES -or- NO

*If Yes, WRGC staff will assist in placing these signs if they are received prior to your event date. Please provide a list of specific signage placement, if any.

Tables and/or Chairs on Course: (please circle) YES -or- NO

*If yes, please include the location and number of tables/chairs being requested below. We are limited on what we have available.

Proxies on Course - Please list proxy, location, and flights:

Hole-In-One Prize: (please circle) YES -or- NO Hole-In-One Vehicle on Site: YES -or- NO

Other Course Set Up Requests: _____

Volunteer Carts Needed: _____

*2 carts are provided free of charge, additional carts incur cart rental fee of \$40 per cart

*Names and Hole Assignments will be printed and pre-set on carts if provided to WRGC more than 48 hours prior to event date.

Tee Placement and Color(s) Used: _____

Pin Placement (if needed): _____

Post Golf Banquet Room Set Up Requests: _____

Scoring Specifics: _____

*WRGC will collect turned in scorecards, tally scoring, and submit winners to the on site event contact.

Any WRGC Giftcards Needed: (please circle) YES -or- NO

*If yes, how many and what denomination: _____

Food & Beverage

Food Selections:

Lunch Selection: _____

Lunch Time: (please circle) During Registration -or- On the Turn During Play -or- After Play

Dinner Selection: _____

Dinner Time: (please circle) After Play -or- Set Time: _____

Any Specific Dietary Restrictions: _____

Beverages:

Requesting Beverage Cart on Course: (please circle) YES -or- NO

Requesting Private Bartender for Lunch and/or Dinner: (please circle) YES -or- NO

Will the outing be hosting any beverages: (please circle) YES -or- NO

*If yes, please answer the following questions:

Drink Tickets for Players: (please circle) YES -or- NO

*If yes, how many total tickets are bring purchased _____

Open Beverage Cart: (please circle) YES -or- NO

Any Special Beverage Requests: _____