

# OUTING FUNCTION SHEET

PLEASE FILL OUT AND REVIEW WITH THE GOLF COURSE MANAGER

GROUP NAME: \_\_\_\_\_ OUTING CONTACT \_\_\_\_\_  
 PHONE: \_\_\_\_\_ CELL \_\_\_\_\_ E-MAIL ADDRESS \_\_\_\_\_  
 DATE OF OUTING \_\_\_\_/\_\_\_\_/\_\_\_\_ DAY OF WEEK \_\_\_\_\_ START TIME \_\_\_\_:\_\_\_\_ NUMBER/PLAYERS \_\_\_\_\_ TO \_\_\_\_\_  
**OUTING FORMAT:** SCRAMBLE \_\_\_\_\_ OTHER \_\_\_\_\_

SPECIAL RULES: \_\_\_\_\_  
 SHOTGUN: FORWARD/BACKWARD \_\_\_\_\_ START TIME \_\_\_\_:\_\_\_\_ 1<sup>ST</sup> HOLE BACK TO: \_\_\_\_\_ 1<sup>ST</sup> HOLE FORWARD TO: \_\_\_\_\_  
 TEE TIMES: NUMBER OF TEE TIMES NEEDED \_\_\_\_\_ FIRST TIME \_\_\_\_:\_\_\_\_ LAST TIME \_\_\_\_:\_\_\_\_

## COURSE SET UP

TEE MARKERS: RED \_\_\_\_\_ WHITE \_\_\_\_\_ GOLD \_\_\_\_\_ MINIMUM AGE (\_\_\_\_)  
 CLOSE TO PIN: 4\_\_\_\_ 6\_\_\_\_ 9\_\_\_\_ 10\_\_\_\_ 14\_\_\_\_  
 LONG DRIVE: 1\_\_\_\_ 5\_\_\_\_ 8\_\_\_\_ 15\_\_\_\_ 18\_\_\_\_  
 STRAIGHT DRIVE: 5\_\_\_\_ 18\_\_\_\_ CLOSE TO PIN 2<sup>ND</sup> SHOT 3\_\_\_\_ 13\_\_\_\_ 16\_\_\_\_  
 LONGEST PUTT 11\_\_\_\_ 7\_\_\_\_ OTHER \_\_\_\_\_  
 HOLE IN ONE: #4 -YDS \_\_\_\_/\_\_\_\_ #6-YDS \_\_\_\_/\_\_\_\_ #9-YDS \_\_\_\_/\_\_\_\_ #10-YDS \_\_\_\_/\_\_\_\_ #14-YDS \_\_\_\_/\_\_\_\_  
 SPONSOR SIGNS: DVGC STAFF WILL SET UP SIGNS. (PLEASE DELIVER TO COURSE 24 HR PRIOR TO EVENT)

## FOOD AND BEVERAGE:

**CONTINENTAL BREAKFAST:** COFFEE, PASTRIES, MUFFINS, FRUIT, JUICE AND BOTTLED WATER  
**LUNCH SPECIAL:** LUNCH TICKETS PROVIDED FOR: HOT DOG/HOT SAUSAGE, CHIPS, DRINK  
**BEVERAGE CART:** TAB \_\_\_\_\_ ON YOUR OWN \_\_\_\_\_ DRINK TICKETS \_\_\_\_\_

## OUTING COST SHEET

OUTING PACKAGE (A-H)	\$ _____	X	# _____	\$ _____.
OUTING OTHER	\$ _____	X	# _____	\$ _____.
OUTING OTHER	\$ _____	X	# _____	\$ _____.
CONTINENTAL BREAKFAST	\$5.00 PP	X	# _____	\$ _____.
LUNCH SPECIAL	\$4.50 PP	X	# _____	\$ _____.
DRINK TICKET S FOR 2 DRINKS	\$5.00	X	# _____	\$ _____.
DRINK TICKET S FOR 3 DRINKS	\$7.50	X	# _____	\$ _____.
DRINK TICKET S FOR 4 DRINKS	\$10.00	X	# _____	\$ _____.
BEVERAGE CART	\$50.00			\$ _____.
PAVILION RENTAL (OUTSIDE CATERER)	\$5PP	X	# _____	\$ _____.
GIFT CERTIFICATES	\$ _____	X	# _____	\$ _____.
SPONSOR SIGNS	\$8 EACH	X	# _____	\$ _____.
EXTRA MEALS	\$ _____	X	# _____	\$ _____.
CUSTOM CART SIGNS, SCORECARDS & CONTEST MARKERS	NC			
SCORING	NC			
PREPARE DONATED DRINKS	NC			
OUTING DEPOSIT (\$300.) RECEIVED: YES	NO		AMOUNT	-\$ (____).____
SERVICE CHARGE CREDIT CARD			X 5%	\$ _____.
TAX			X 6%	\$ _____.
TOTAL COST OF YOUR OUTING				\$ _____.

NOTE: PLEASE E-MAIL (JPG) YOUR LOGO TO US 2 WEEKS PRIOR TO YOUR EVENT SO WE MAY PERSONALIZE YOUR OUTING FREE OF CHARGE.  
 REQUESTS: \_\_\_\_\_

ENTERED IN COMPUTER \_\_\_\_/\_\_\_\_/2020 CALL 30 DAYS PRIOR \_\_\_\_ CALL 2 WEEKS PRIOR \_\_\_\_ CALL 1 WEEK PRIOR \_\_\_\_ (ENTER FINAL COUNT)

**FINAL COUNT: MEALS \_\_\_\_\_ PLAYERS \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/2020**