**TOURNAMENT CHECKLIST**

City of Bellevue

Parks & Community Services

Parks Scheduling Office

PO Box 90012

Bellevue, WA 98009-9012

**Tournament Name:**

**Tournament Director:**

**Work Phone:**       **ext.**       **Cell Phone:**

**Address:**       **City:**       **State:**    **Zip:**

**Date(s) of Tournament:**

**Location(s):**

**# of Games:**      **# of Teams:**

**Type of Tournament:**

 **Check one:** [ ]  Baseball [ ]  Softball [ ]  Soccer [ ]  Lacrosse [ ]  Other:

 **Check one:** [ ]  Youth [ ]  Adult

**Basepath Length for baseball/softball only:**

 **Check one:** [ ]  60' [ ]  65' [ ]  70' [ ]  80' [ ]  90'

***Please check boxes of items you will be requesting from the Bellevue Parks Department during your tournament:***

 **Comments**

**Press Box** [ ]

**Scoreboard** [ ]

**PA System** [ ]

**Concession Stand** [ ]

**Maintenance Breaks** [ ]

**Add’l Maintenance Requests**  [ ]

**Restroom Maintenance** [ ]

***Please let us know if you will be conducting any of the following:***

 **Comments**

**Admission/Gate Charges**: [ ]

**Sale of Goods (ie:T-shirts, etc)** [ ]

**Parking Fees** [ ]

**Concessions** [ ]

***Please indicate if you have made arrangements for the following:***

 **Comments**

**Site Supervisors** [ ]

**Additional Parking** [ ]

**Parking Attendants** [ ]

**Additional Restroom Facilities**  [ ]

**Police/Security** [ ]

**Scorekeeper** [ ]

**Announcers** [ ]

**CC: Ballfield Maintenance**

**Concessions**

**Resource Management**

Questions? Contact the Parks Scheduling Office at (425) 452-6914 or BallfieldRental@bellevuewa.gov