**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](mailto:BallfieldRental@bellevuewa.gov)