

TOURNAMENT CHECK-OFF LIST

What you need to take to your tournament:

- ☐ ☐ Scoreboard Markers (Blue, Red, Green & Black)
- ☐ ☐ Tournament Scoreboards
- ☐ ☐ Average Book
- ☐ ☐ Scoreboard Correction Tape
- ☐ ☐ Green Book
- ☐ ☐ C5PBA Rule Book
- ☐ ☐ Lane Draw
- ☐ ☐ P.A. Announcement
- ☐ ☐ Prizes
- ☐ ☐ Winner's Report Form
- ☐ ☐ Information for Winners (Banquet, Hotels)
- ☐ ☐ Cash Box
- ☐ ☐ White Out
- ☐ ☐ Pen
- ☐ ☐ Calculator

Others:

- ☐ ☐ Computer Equipment
- ☐ ☐
- ☐ ☐
- ☐ ☐

What you need to do prior to your tournament:

- ☐ Prepare scoreboard
- ☐ Prepare the lane draw
- ☐ Arrange for scorekeepers
- ☐ Arrange for Judges of Play
- ☐ Display prizes
- ☐ Prepare P.A. Announcement
- ☐ Arrange for a coach through local Coaching Coordinator
- ☐ Set-up registration desk
- ☐ Determine if you are collecting lineage
- ☐ Brief your scorekeepers
- ☐ Brief your Judges of Play

What you need to do after your tournament:

- ☐ Complete the scoreboards and check for accuracy
- ☐ Present the prizes (start at lowest position)
- ☐ Complete winners report form
- ☐ Complete bowler's information forms (hotel, banquet)
- ☐ Get bowler's shirt sizes
- ☐ Write a summary of the event