

# 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
- ☐ 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
- ☐ 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
- ☐ Complete winners report form
- ☐ Complete bowler's information forms (hotel, banquet)
- ☐ Get bowler's shirt sizes
- ☐ Write a summary of the event