



EVENT MANAGEMENT CHECKLIST

Event Name/Dates _____

Form shall be given to head coach of each competing institution no later than the pre-event coaches' meeting.

REMINDER: Bowling Balls for Competition – Removed the initial warning for instances of possession of more than six balls during competition. An initial warning will be issued during the pre-event coaches' meeting. (Rule 2.1.a.6 PENALTY and Rule 7.10.a. Exception)

Facility Areas for Competition

_____ Competition Area
_____ Noncompetition Area
_____ Equipment Storage Area
_____ Scoreboard
_____ Hospitality Area

Completion of Competition Pre-Event Procedures

_____ Warmup Procedures
_____ Head Coaches' Meeting
_____ Announcements
_____ National Anthem

Event Procedures

_____ Warmup Guidelines
_____ Event Interruptions
_____ Rules Interruptions

Post-Event Procedures

_____ Completion of Final Standings
_____ Distribution of Awards
_____ Completion of Event Certification Form
_____ Head Official's Signature on Forms

Post-Event Requirements

_____ Facility Exit Meetings
_____ Filing of Head Official's Form with Results
_____ Event Certification Form/Official Results to SRE by Email