



Event Worksheet

Activity/Assignment	Decision/Point Person	Notes
Meet with Komen Affiliate or USBC local Bowling Assn.		
Name of Affiliate/Association		
Contact Person:		
Phone Number:		
E-mail Address:		
Form BFTC™ Team		
Team Leader:		
Team Members:		
Identify Dates, Hours of Event		
Event date(s):		
Contact Bowling Center(s)		
List bowling centers:		
Event to be held at:		
Create a FUN Bowling Event!		
Bowling format:		
Determine Entry Fee		
Entry Fee:	\$	
Team Assignments		
Registration Process:		
Design forms & promotional materials:		
Awards for top fundraisers:		
Door Prizes:		
Decorations:		
Sponsors:		
Media:		
Opening & closing ceremonies:		
Music or entertainment:		
Refreshments:		
Participant gift:		
Breast health information:		
Merchandise sales:		
Auction/raffle:		
Celebrate & Evaluate Event		
Celebration date & location:		
Submit BFTC™ Registration		
Date submitted:		
Submit BFTC™ Event Report		
Date submitted:		
Amount of donation:	\$	