

Task List for Sectional Tournament Chairperson

Food & Drink Guidelines

There is a lot of planning that takes place before a sectional tournament, as well as many things to oversee during the event. The 2nd vice president can assist you in understanding all of your tasks.

2nd Vice President Responsibilities and Your Interaction with Him/Her

- The 2nd VP applies for the tournament through the ACBL months (and sometimes years) before the actual tournament. It must be sanctioned by the ACBL before we start publicizing it.
- The 2nd VP works with the graphic artist to develop the sectional flyer once the chairperson and partnership chair have been identified and the ACBL has issued a sanction number.
- The 2nd VP prints the flyers and passes them on to you. You post the flyer at the KC Bridge Studio and ensure there are copies for players. You should also distribute the flyers through players who play at other clubs (Independence, Northland and John Knox).
- The 2nd VP creates the budget and gets approval from the Board and copies you.
- He provides you with a copy of the contract.
- You work with him to identify volunteers as early as possible. The list of volunteers is listed at the end of this document.
- Decide on food options for all three days: pay-as-you-go on Thursday and Friday (cost: \$10), and Swiss team lunch on Sunday (cost included in their entry fee; non-Swiss players can opt in for \$10). Work with the vendors to finalize all details several months before the tournament. You can pass on this responsibility to a volunteer. The 2nd VP can give you some ideas.
- If you want to conduct a survey at the end of the tournament, work with the 2nd VP to draft the questions and then develop the document and make copies.

One-Two Weeks Before the Sectional Begins

- Introduce yourself to the site point of contact via phone or a visit.
- Confirm all food arrangements with the vendor.
- Confirm with the storage person (Jeremy Stanton: tel. 913.220.1223) the delivery time of the tables and supplies. (He should have already been informed a few months ahead, but remind him a week or two prior to the tournament.)
- Confirm with the volunteer overseeing the set-up that his team will arrive at the tournament site the Thursday before the tournament between 3:30-4 p.m.

- Confirm with the site point of contact (JCC: Brenda Estell / Blue Springs: Ali Cavanaugh) about the delivery time of the tables and supplies Thursday afternoon. The venue supplies the chairs and sets them up. The delivery person sets up the tables with the director's guidance.
- Confirm with your hospitality person.
- Contact the tournament director. Ask if you need to supply the "bank" of money to use as change; if so, you can give it to him Thursday or before the tournament starts on Friday. If you supply the bank, the director will tell you what denominations to get. Ask the treasurer to provide the bank.
- Order the donuts. Pay them ahead of time or ask the treasurer to pay for them. (Note: We've used Krispy Kreme at 103rd and Metcalf, Overland Park in the past.)
- Remind your volunteers of their assignments.
- Ask the treasurer to print all the free plays and give them to you the evening before the tournament begins or the morning of the first tournament day.
- Confirm all lunch arrangements with the caterer.
- Create a menu for all three days (on one page) and a lunch sign-up sheet.

Day / Evening Before the Sectional

- At the site, set up the tables for hospitality (delivery is between 4:30-5 p.m.).
- The person doing decorations on the food/drink tables sets them up.
- (If using the JCC), set up the two big coffee machines on the one long hospitality table and set up a small card table with the Mr. Coffee and teabags against the other wall. (You cannot run three coffeemakers on the same circuit.) Post signage at the small table: "Decaf Coffee and Tea."
- Set up the coffee (fill with water and coffee) and ask the director if he will turn on the pots each morning when he arrives onsite. (The big pots take 45 minutes to perk.)
- Check in with the tournament director and ask if he needs anything.
- Coordinate with the treasurer to meet you Thursday afternoon at the site. Ask him to provide you with the free plays, the checks for the hospitality person, caddy and storage person, and the bank of cash for the director (if he requested it). If the treasurer is supplying change for the lunches, get it that evening.
- Meet with the site coordinator. If the tournament is held at the JCC, get a "fob" from her that lets you access certain areas. (Return it to the front desk security guard Sunday after the tournament.)
- Ensure that all lights are in working order.
- Unpack and check all supplies. Make sure you have coffee, filters, tea, sweetener/sugar and stirrers, cups, plates and napkins. If you are short of anything, buy them that evening or ask someone to pick them up.

Friday to Sunday Daily Task List

Your duties continue throughout the tournament. You have to constantly be checking on everything all three days. Whenever there is a break, check in with hospitality, the lunch people, all the volunteers and the tournament directors to ensure things go smoothly.

- Get to the site **at least** an 90 minutes before start time. People will start to arrive an hour early.
- The hospitality host should be there an hour before tournament time. Review his duties with him.
- Put ice in the big ice coolers or get the hospitality host to do it.
- If we use the big water jugs, fill them or get the hospitality host to do it..
- Donuts should be delivered one hour before the start time. Put out the donuts and any other morning snacks (grapes, fruit bars, etc.) then.
- Distribute the free plays to everyone. (They are not transferable). You have two free plays a day to give out to volunteers. As the tournament chair, you receive two free plays a day.
- Lunch helpers should be there one hour before the tournament starts to take lunch orders. They need to give change, so they should have \$100 in bills when they start. (You can ask the treasurer to provide this or you can do it.).
- Coordinate with the people taking lunch orders. Put out a “Purchase Lunch Here for \$10” sign before participants arrive (with the menu and price listed).
- For lunches: People receive color-coded tickets based on their lunch choice. Also, lunch buyers sign a sheet confirming their choice.
- The hospitality person gets a free lunch. You can offer free lunch to the tournament directors (but they may decline because they get a food per diem, or they may pay you for the lunch). Add the free lunches to the order.
- Call in the order before the first session starts. The lunch helpers will distribute the lunches after the morning session. Have the hospitality host watch over the lunches when they are delivered.
- If you pay the food vendor in cash, get a receipt.
- Check in with the tourney director at the end of each day.
- At the beginning of each day, welcome players and make announcements.
- Shortly before the last session ends each day, make an announcement asking people to clean up their area.
- At the end of Friday and Saturday, check the supplies/soda/food. If you’re running low on anything, ask someone to buy it.
- Ask people to help you straighten up the room and pick up trash at the end of each day.

- Have the survey (if you choose to create one) available all three days. Pass it out during the tournament. Have a marked box for completed surveys. Tell players about the survey during your announcement.
- At the end of the tourney on Sunday ask everyone to close their bidding boxes.
- Confirm with the storage person the time of the pick-up on Sunday, normally around 5:30.
- Pay the hospitality person, caddy and storage delivery person at the end of the day on Sunday.
- Before everything is packed up on Sunday, take an inventory of all supplies and note what is needed for the next tournament. Send the list to the second VP and the sectional chairperson of the next tournament.

Volunteers Needed For the Following Duties:

- Assistant to the chairperson
- Partnership chairperson
- Team of 2-3 volunteers to set up and break down the playing area
- Person to pick up the donuts each day
- Person to buy perishable a.m. food (such as grapes, bananas) if you decide on this
- 2-3 people to take lunch orders and help hand out the lunches
- Helpers to buy food, soda and supplies
- Person to create and set up the decorations
- Caddy for Sunday (Randy Forchee does this except for the winter sectional (this is a paid position))
- Hospitality host (this is a paid position)

Food and Drink List for Sectionals

Food and drink that are non-perishable (such as donuts) should be brought to the site Thursday evening or Friday morning. Players love their free coffee and donuts in the morning. You have discretion in choosing snacks. We have bowls and platters. Below are suggestions for food and drink.

- **Soda (liter bottles):** Start the first day with 15 Coke, 20 Diet Coke, 5 Sprite and 2 Caffeine-free Diet Coke. Evaluate throughout the tournament. Note: Check the contract to make sure there isn't a restriction on the brand of soda. Liter bottles are less wasteful than cans of soda.
- **Water:** We have a big cooler for water and a large cooler for ice. We don't need to purchase bottles of water anymore.

- **Donuts/Pastries:** 8-10 dozen donuts (6 glazed, 4 mixed) or pastries (cut in half each morning). Note: Donuts should be ordered ahead of time.
- **Fruit:** Some players like healthy snacks, especially in the morning. Fruit should be brought in daily. 10-12 bananas cut in half, grapes, apples, etc.
- **Candy:** 3-4 big bags of miniature chocolates. This should last all weekend. If you want greeters to welcome players, they can hand out candy too.
- **Savory snacks:** At least 2-3 big bags (Chex mix, popcorn, pretzels, etc.) **daily**. Put these out after lunch. Note: No popcorn or messy snacks when we use the Courtyard by Marriott in Blue Springs.
- **Cookies/sweets:** At least 2 platters of cookies or sweets each afternoon or 3 boxes of store-bought cookies daily.
- **Coffee/tea/condiments:** Start with 6 big cans of inexpensive coffee and 2 cans of decaf. Check the coffee/teabags/condiments supply (stir straws, sweet n low, sugar, powdered creamer,) Thursday evening during set-up. Also, check the supply of cups, napkins and small plates.

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