

## GUIDELINES FOR SECTIONAL TOURNAMENT CO-CHAIRS (Revised August, 2016)

### THESE ARE NOT THE 299 TOURNAMENT CHAIR INSTRUCTIONS OR BUDGET NUMBERS

This document describes the typical duties of sectional tournament co-chairs, who are responsible for buying and setting up food and for arranging clean up after meals. For those chairing a tournament for the first time, it is strongly recommended that you review these guidelines with one of the tournament mentors to be sure you have a clear understanding the duties. Tournament mentors include Suzanne Cliffe, Kenan Romig, Colleen Walker, Jackie Madden, Dianne Chesson, Juanita Heidingsfelder and Fred Lay

There are usually two co-chairs for a sectional tournament. As a token of appreciation, co-chairs have the privilege of playing free during the tournament. They should remind the director of their eligibility for free play. If there are more than two main co-chairs, the free plays should be shared. Free plays are limited to two per game. The Swiss Team game on Sunday is not free.

**Budget:** The total budget for a tournament is approximately \$3,000.

**How many people?:** Attendance at previous tournaments is listed on the website (under Tournament Chair link). It is impossible to plan the exact number of people. Generally, head counts on Thursday and Friday are 180-200; Saturday is 140-160; Sunday is 75-100.

**How do I get started?:** The only thing that should be done well in advance (four to six weeks prior to the tournament) is to book a caterer for the Sunday lunch. Additional information/suggestions are listed on pages 4-5.

**One-to-two weeks prior to the tournament:**

- The bridge center will provide a person to help put out the food and to clean up. You should confirm with a board representative that this has been arranged. We have been using Monique (975-2224) for the past few tournaments.
- Put up a sign up sheet for donations or request specific donations. Generally, many people will contribute desserts, dips, etc. but may not sign up to do so. If you need salads or something specific, it is best to ask someone to contribute that or plan to handle yourself.
- Become familiar with the kitchen and its contents; the club owns two large salad bowls and has trays, bowls, plates, utensils, zip lock bags, foil, etc. If additional utensils are needed (these tend to disappear), you may purchase at a dollar store and request reimbursement. Paper products will be ordered; if you need something specific (bowls?), you should purchase yourself and request reimbursement.
- Arrange for keys to the front door and supply closet and learn the alarm code (ask a Board member about keys).
- Check the coffee supplies in the back cabinet. Ask a Board member to request an additional delivery if needed.
- Call the vending machine company to request an additional service (fill up) of soft drink machines before the tournament starts—particularly if soft drinks will not be provided. The number is on the front of the machines.

During the tournament:

- • At least one co-chair needs to be present throughout the entire tournament. He/she supervises getting coffee started, putting out food and snacks, and supervising the clean up of the food table and kitchen after each session (all dishes should be washed and all tablecloths wiped off).
- • Learn how to make coffee as this is not the director's job. Usually, Theresa Federico will handle this but co-chairs should be ready to make coffee if needed. Steps are as follows:

- o Turn on the tap to drain the coffee pot of liquid. (Be sure both pots are empty or they will overflow.)
- o To make a full pot, use five bags of coffee. To make a half pot, use three bags of coffee.
- o Select either the full-pot or half-pot button at the top of the machine. o Close the tap.
- o Hit the brew button. Be sure the coffee urn is lined up properly.
- o Brewing takes approximately 5 minutes.

- Set up the food tables with utensils, napkins, 9 inch plates; set up small plates on the dessert table.
  - • To move players quickly down food lines, create two serving lines. However, if you need to stretch food or are worried about quantities, have someone serve food. In this case, you need only one serving line.
  - • Obtain and keep receipts for all purchases. Receipts (as well as donations) should be given to the Treasurer after the tournament for reimbursement of out-of-pocket expenses.
  - • After the tournament the kitchen should be left clean. All food in refrigerator should be taken home, frozen, or disposed of, as appropriate. Dishtowels should be washed and dried.

Purchase/Putting out food:

- • Sam's or Costco's is the best place to buy food in bulk; you may need to make a second trip during the tournament depending on consumption, etc. Food items typically purchased here include mini-muffins, cinnamon sweet rolls, variety of fresh fruits, 6 large bags of cubed cheeses – cheddar, pepper jack, Colby, 3 bags of sliced cheeses, crackers, 2 large cans of Planters mixed nuts, 3 large bags of Fritos and Chips, 2 large containers of pretzels, 3 packs of dips (3 in a pack), sliced sausage and a variety of cakes and pies. Also, you should purchase three two pound bags of shredded lettuce, a 32 ounce bag of croutons, a 5 pound bag of shredded cheese and a one gallon container of Baker's and Chefs Italian dressing. This is used as "back up salads throughout the tournament.
- • Fill the candy dish for the partnership table and keep replenished throughout the tournament (buy 3 large bags)
- • On Thursday morning there is a 0-20 mp game starting at 9 AM—approximately six tables. Orange juice and some sweet rolls should be available at 8:30. This group finishes at approx. 11:30-11:45 and you will need to feed them lunch— small amount of whatever you are serving that day (such as one tray of finger sandwiches, potato salad, another salad, some dessert).
- • Prior to the morning game (approximately 9:15), be sure that coffee is made, put out orange juice and refreshments. Purchase as follows:

Orange juice- 3 gallons should be sufficient to cover the four days  
Mini muffins  
Cinnamon/sweet rolls  
Banana/loaf breads

Fruit

- Hospitality break (between 11-11:30). Players are hungry and lunch is late. Suggestions:

Muffins and rolls

Cubed cheese/sliced cheese & crackers

Chips and dips/hummus/salsa

Hard boiled or deviled eggs

Nuts

Fruit (Sam's has precut apples that are very reasonably priced; they also have frozen fruit—thaw at least 24 hours). Grapes, etc.

Sliced sausage

- Beverages-suggest you put out beverages at lunch time but this is at your discretion; if you do it earlier, you may need to purchase more. Over the course of the tournament, you need approximately 50 two-liter drinks. You also need three bags of ice daily. Look for sales. Diet coke is the most popular and should constitute half of the soft drinks purchased (six per day). Cokes (2-3 daily), Sprite (2), diet Sprite (2), and one iced tea.
- Lunch- ready for 1 PM—players are ready shortly thereafter. It is better to have too much food than not enough. Food can be served again the following day or during hospitality.

Thursday/Friday

Menu #1- 800-900 assorted finger sandwiches on mixed bread (white and wheat). 500 salad sandwiches (chicken and egg salad—request that) and 400 meat sandwiches. Potato salad- 3 gallons; several large regular salads (ingredients from Sams). Be prepared to make more salad, put out more food if needed).

Menu #2- 300 chicken tenders; potato salad and mixed salads as above. Rouse's sells chicken tenders \$60/100 so this is more economical than the finger sandwiches. Request foil pans rather than trays for ease in transporting.

Desserts- Purchase assorted cakes, etc. from Sam's to supplement donations (which may or may not appear). Try to have some sugar-free items and be sure they are labelled as such—best selection of sugar-free items is at Dorignacs; Sam's does not carry that. Dessert table should have food for the afternoon hospitality break—you may also add chips, nuts, fruit.

Saturday

You can do the same thing as Thursday/Friday. Other suggestions include:

Pizza and salad - plan 1 pizza for 4 persons depending on other items being served. Vegetarian pizza and sausage pizza are popular. Can order from Papa John's, Pizza Hut, Domino's or Mo' s Pizza. Should be able to negotiate a good price for the quantity needed so get alternative prices. Request that pizzas be cut into 10 slices. Easy to order and serve. Remember to tip the delivery person! Four to six large salads (Italian, Caesar).

- Sammy's Catering (947-0675) for red beans/rice or jambalaya. Some of our members may also be willing to make red beans. Salads, bread.
- Hot dogs and chili with cheese, onions, etc. plus side items (potato salad, beans, cole slaw). Plan one hot dog per person and have two extra packages.

Hobnobber Café (734-8448) makes great lasagna (five pans are adequate; reasonably priced); see their catering menu for other ideas. Husband and wife team and very easy to work with. Serve with salads and garlic bread.

Orleans Bistro (304-1469) makes great red beans and rice, jambalaya, and various salads at reasonable prices.

You may wish to try something different. Just remember your budget. Your "per person" lunch cost on this day should be \$3 (+/-).

Desserts and drinks as listed previously.

### Sunday

This is usually a catered lunch. The Sunday budget is \$10-12 per person. Be sure that your caterer can accommodate last minute changes in head counts on Sunday morning.

Jo Ann Silverblatt (443-2629 [JoSilverb@yahoo.com](mailto:JoSilverb@yahoo.com)) is a caterer who recently handled a club event. She is very reasonable (\$6/person). Since her price is so low, you can be liberal in your head count as it is doubtful that she could accommodate last minute changes.

Box lunches- Whole Foods has a box lunch as do some other places.