

Guidelines for the 299'er Tournament Chairperson/s:

By: Suzanne Cliffe

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The sessions are on Friday and Saturday at 10:00 a.m. and 3:00 p.m. Sunday Swiss teams begin at 10:00 a.m.

As the chairperson, you are responsible for food and drinks for the three days, clean-up and set up of all the food and making sure that the Partnership Chairman or the person the Partnership Chairman has designated is at the club 45 minutes prior to each session.

A tournament chair does not have to handle all of the duties personally, he/she only has to make sure that the duties are assigned and that the person responsible is covering the job. The tournament chair is also reimbursed for all expenses incurred. The receipts should be turned in to the director who will pay you from the proceeds of entry fees.

Food

Every morning 30 minutes before each session there should be some light breakfast foods provided: a gallon of orange juice, sweet rolls, donuts, croissants, whatever your little heart desires, possibly some fruit. But we are not speaking mega-quantities. Plan on about 4 - 5 dozen pieces.

Friday:

Lunch is not served until after the first session, which will be about 1:30. Therefore, it is necessary to have some snack foods available for the breaks. Chips and dips, fruit, and cheese and crackers are good.

The largest session we will probably have is Friday morning. It has usually run about 14 - 15 tables. Friday afternoon will be 10 - 12 tables. Lunch should be provided for about 65-70 people. Lunch will be served BETWEEN sessions. If you want to do finger sandwiches, 300 should be adequate. This will be more than 4 sandwiches per person. I would suggest get $\frac{1}{2}$ mixed salads and $\frac{1}{2}$ mixed meats. You may also purchase about 4 quarts of potato salad. On the sign up sheets which should be posted on the bulletin board near the door by mid-September, ask people to bring salads, snacks, and desserts.

Saturday:

In order to provide variety, we will usually do something different for Saturday lunch. Pizza works well. You can order from Pizza Hut on Severn and get a good price when ordering the number we order. You should plan on pizza for about 60 people. Order large pizzas and ask them to cut them into 12 pieces. For 60 people, we would usually order about 20 pizzas - one topping, 1/3 sausage, 1/3 pepperoni, and 1/3 cheese. You should talk to the manager early in the week to see what kind of price you can get on 20 one topping pizzas. (I think it should be about \$6.00/pizza.) They deliver. Ask them how late you can change the order - if you see that your numbers are way off, we have always been able to call them that morning by 11:00 for the 1:00 p.m. delivery to cut down the number. You will also have to tip the driver.

Again, on the sign up sheet, ask people to bring snacks, salads, and desserts. Monetary donations are also accepted.

Snacks are needed in the morning also. In the afternoon, the left over morning snacks and pizza usually are adequate for the afternoon hospitality breaks.

If you don't want to do pizza, hot dogs are good, or if you are into cooking, you can always do something else. Pizza is easy.

Sunday Swiss Teams:

We usually don't have more than 8 or 9 teams on Sunday, so 32 - 36 people, plus the director. If you want to have it catered, we would have a limit of about \$10 per person which is difficult to do. I would recommend getting Stauffer's Lasagna at Sam's, salad ingredients at Sam's, frozen garlic bread, and dessert from Sam's. I would plan on about 36 people, and if there were too many more, have someone available (not playing) that could make a Sam's run to augment the quantity. If this is the plan, it will be necessary to have someone in the kitchen in order to get all of the food heated as well as the salad put together. Check with the director and decide if the meal will be served after two rounds or three.

Drinks:

The club will reimburse you for the drinks, but it is necessary to purchase several two liter bottles of Coke, Diet Coke, Tea, Sprite, and Diet Sprite. It is also necessary to pick up ice each morning. There are ice chests at the club.

Clean up:

The janitor comes each evening, but he is not responsible for washing dishes and cleaning the kitchen. I would recommend that you get a different person for each day to do clean up. You must put away any left over food clean up the serving tables.

Miscellaneous:

You might also want to review the guidelines for chairing a regular tournament, also available at the www.la-bridge.com web site. After the tournament, please note anything you think should be added to this document to help future Chairpersons.