



BOJI BRIDGE TOURNAMENT PLANNING
Milo and Margaret Kindwall
October 17-19, 2014

Chairpersons Needed

1. Overall Chairperson
2. Brochure Preparation & Distribution Chairperson
3. Partnership Chairperson
4. Food Chairperson
5. Equipment Chairperson- tables & chairs

Overall Chairperson

1. Confirm Tournament dates. This can be done through our tournament director (Larry Brobst) or with ACBL. These dates can be set up many years in the future. I suggest it be done at least 5 to 10 years in advance so no other bridge district takes the dates we want. We can change dates if need be.
2. Find place for tournament. This should also be done out a few years and annually follow up with a letter to verify dates. The County Expo Center has been working out great. The charge has been \$225/year. They have an ice machine, coffee pots and chairs. We pay about 30 days in advance. Get the key on Thursday of the tournament week.
3. Assist & approve the making of the tournament brochure.
4. Make guaranteed motel reservation for the director for Friday and Saturday nights. Director ends up paying for his room and then deducts from our cash proceeds.
5. Hire caddie for Sunday Swiss team session. Cost about \$75.

Brochure Chairperson

1. An experienced computer word processing person can make this project easy. We have other tournament brochures for ideas. The fees to play have to be predetermined along with the tournament chairperson & partnership chairperson.
2. The brochure needs to be approved by the tournament director and then by ACBL. The brochure is e-mailed for approval. The ACBL will distribute the brochure by e-mail prior to the tournament date. You will need to specify the area. I suggest 250 miles, states of Iowa, Nebr, So Dak., Minn or the Bridge Districts around and including our District 14.
3. Arrange for 10 to 20 of the brochures be delivered to other bridge clubs in the area and also to other bridge tournaments within about 250 miles.
4. The brochure can be printed on our own computer printer unless part of the printing is in color. I print about 200 brochures.
5. Sometimes we mail brochures to clubs and individuals.

Partnership Chairperson

1. The persons telephone number and e-mail address is listed on the brochure.
2. One will start receiving contacts about 30 days before tournament date. I suggest you find out about how many master points they have and match them with one about the same points.
3. Do not do the matching until about a week before the date as people change their minds or find there own partner.

Food Chairperson

1. A caterer needs to be found for the Swiss team game on Sunday. We have been using McKeen's Pub & Grill. Chad is the owner and phone is 332-2362. This should be lined up 2 months in advance. He is charging us \$7 per plate plus sales tax & that includes a pork loin, a bun, cheesy potatoes fruit, steak salad, a plate & plastic silverware. I suggest order about 56 meals if Sept. & 48 meals if October. They usually bring extra food so just pay extra for the extra meals. We eat about 1:15. Sunday morning we furnish rolls, doughnuts & coffee starting at 9:30. We have ordered these at HyVee or Buyrite. These get a little expensive. We have picked up extra rolls at Walmart which are much cheaper.

2. Coffee tea & water need to be moved to Sunday noon eating area.
3. We have been asking our club members to donate cookies, bars & treats which has worked out well. Margaret has made many dozen of cookies in advance also.
4. Kitchen helpers need to be arranged to refill the trays between sessions & check trays between rounds. A refrigerator is available to keep some food items cool. Also be sure napkins are available.
5. Coffee pots need to be started 1 1/4 hours before the session starts. We usually make 80 cups regular & 40 cups decaf. For the evening session we may make extra decaf. Helpers need to be sure cups, cream, suger and napkins are at the serving area.
6. We make ice tea in a large container that LaVonne Peterson will provide. We use 3 packets of Cold Brew per container. We transfer the tea to pitchers we provide and add ice at this time. We also have a water pitcher with ice. These pitchers may need to be refilled between rounds.
7. Snack mixes are a big hit.
8. We normally do a large supply of relishes, carrots, celery, cauliflower, etc.
9. To 6 helpers are needed per session because not everyone has time between rounds.
10. Wash clothes & towels are needed daily to clean up the coffee pots, trays, liquid spills, etc.

Equipment Chairperson -Tables & Chairs

1. We own about 20 tables. They have to be transferred to the location on Friday morning and set up. I wipe them off with a cleaner.
2. The expo center has lots of chairs. Many are not in the best condition so have to be examined and wiped with the cleaner.
3. At the end of the tournament the tables need to be taken to storage.
4. The maintenance person at the expo center puts the chairs away.

Supplies Purchased Before the Tournament *

2 pounds regular coffee
1 pound decaf coffee
400 coffee cups
400 napkins
200 small plates
cream & sugar
forks & spoons
paper towels
Cold Brew tea

* I will update these supplies after current tournament

Other

At end of tournament the director gives us the net proceeds that belongs to us consisting of cash and checks he received from players along with print outs showing the total money received and the expenses paid out.

Every third year our unit (#235) pays for the Sunday noon meal for our unit members therefore not collecting the meal portion of the fee to play on Sunday from our unit members that play. In 2011 the Unit paid the caterer and we paid the Unit for the non-member players.

When the tournament is in October we have 8 to 10 fewer players. This amounts to less money coming in (Like 8 people times 6 sessions times \$8 totals \$384.)

When we lose money on a tournament our Unit will reimburse us for the loss. As of 9/9/2013