

Firecracker Chair Responsibilities Summary

James Stuart-Smith

December 2, 2014

Find and contract - venue. Organize deposit and final payment.

Obtain - Other Unit approval if venue not in our area.

Draft - Budget for board approval.

Obtain - Sanction from ACBL

Recruit - Partnership, hospitality, Caddy, set up/take down and Second Harvest Food Bank drive chairs.

Recruit - Firecracker chair for following year.

Book - Two year forward dates with D21 tournament scheduler.

Determine - Playing schedule. Obtain ACBL tournament department approval.

Decide - Room and lobby layouts.

Contract - Hotel. Book rooms for directors.

Organize - Catering provisions with venue contractor, including water supplies in playing area.

Design and print - Flyer. Get copies to Calvin at Monterey.

Organize - Our Unit web site Firecracker page and keep updated.

Organize - Publicity on ACBL and D21 web sites and anywhere else available free.

Sell - The tournament to our Unit and Unit 507 (SJSV) members. Visit all games to publicize. Use web site, Kibitzer, email blast, etc.

Arrange - Advert in D21 Forum paper. Usually two editions.

Distribute - Flyers to other Units in our region.

Obtain - Copy of ACBL insurance certificate.

Determine - D21 supplies requirements. Tables, bidding boxes, card sets etc. Decide on and organize Bridge Pads or Bridge Mates.

Liaise - With sub chairs as necessary.

Ensure - Set up/take down chair has sufficient volunteers.

Liaise - With D21 tournament director.

Instruct - Calvin Harper on D21 supplies required and time when he is needed to deliver these.

Liaise - With venue Event manager on all aspects such as game times, furniture requirements, cleaning, parking, catering, AC control, access for Calvin, storage etc.

Arrange - Pre-dealt boards for Pairs games. Usually done by Will Watson liaising with tournament director.

Help - Run the tournament, by working with the tournament director, including dealing with around \$20,000 cash.