## Supply Chair

supplies@denverbridge.org

* Inventory supplies periodically
* Solicit supply needs from the board following each tournament
* Order appropriate/ requested supplies as needed
* Dispose of broken equipment and spoiled cards
* Crate organization at the end of the tournament
* Work with hospitality chair about hospitality supplies and storage
* Arrange with Cowboy for supply delivery and pickup
* Coordinate with Tournament Chair about set up
* Arrange for cleaning of tables during set up
* List of supplies responsible for
	+ Convention cards
	+ Team score sheets
	+ Entries for teams and pairs
	+ Printer ribbons
	+ Printer drum
	+ Paper for hand records
		- Pink
		- Pastel Lilac
		- Pastel Canary Yellow
		- Pastel Blue
		- Pastel Orchid
		- Pastel Green
		- Pastel Goldenrod
		- White
	+ Dot matrix paper for director’s printer
	+ Pencils
	+ Pencil sharpeners
	+ Playing cards
	+ Stanchions
	+ Bidding boxes
	+ Boards
	+ Guide cards (also get them cleaned)
	+ Easels – make sure they are functional
	+ Masks
	+ Wristbands
	+ Printer for hand records
	+ Camera or have cell phone available
	+ Camera printer
	+ Bridgemates (get from Elly and make sure they are returned)

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| **Author/Revised by** | **Date** |
| Kevin Stansbury | March 30, 2023 |
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