## 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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