

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)

Author/Revised by

Kevin Stansbury

Date

March 30, 2023