

CONGRESS AND FUNCTION PLANNING DOCUMENT – V.20

About 15 Months Before the Congress Convenor should ascertain if the Club Tournament Director can direct the years congress or whether another Congress director needs to be contracted.

This document is an outline for future members to enable smooth running and good communication for congresses. It is not etched in stone.

I suggest the Congress Convenor be responsible for planning the meetings and contacting the relevant members

The meeting could be held in person at the Club, elsewhere, via zoom or emails at the discretion of everyone involved. Communication and sharing the tasks is the optimal concept.

3 Months BEFORE each Congress:

- A. **Congress Convenor, Chief Tournament Director and Catering Manager get together** to:
- 1 Prepare QBA approved entry flyers and confirm the director
 - 2 Discuss whether event catered/non catered. Usually, only October Multi day is catered.
 - 3 Ensure there is a potential volunteer list. Try and get people to play before they commit to helping.
 - 4 Tournament Director to upload entry flyers to QBA for confirmation
 - 5 Ask Catering firms for quotes... for October Congress only this needs to be done early as it is a long weekend.

2 Months BEFORE

- A **Congress Convenor, Chief Tournament Director, and Catering Manager +/- committee member/s**
- 1 Confirm above has been done, print Entry flyers and post/email copies to all affiliated clubs in our zone and Brisbane/GC/Wide Bay and Sunshine Coast Zones
 - 2 Book Carpet cleaner for a few days before event. October only
 - 3 Confirm Catering firms and approximate numbers and pay deposit. October Only

ONE Month Before

A **Congress Convenor, Catering Manager/Committee member/s:**

1. Confirm Catering firms/delivery. When final payment and final numbers due for October
2. Order Biscuits/tea/coffee/cheese/milk/beer/wine/soft drink/ juice so plenty for normal club use as well as congress
3. Confirm number of helpers needed and check list WITHOUT decreasing the number of likely entrants to play. A helper list should be available as well as a list of those not to be asked. Due to frailty, age or have already done their bit
4. Estimate a shopping list for fruit/cheese platters/cakes/gluten free baking/post play nibbles and drinks. Most are BYO lunches except October
5. Plan Raffle- fruit basket/wine/chocolates/pot plants / fruit cake, scotch, bridge gear/vouchers etc
6. Check sufficient supplies of toilet paper, paper hand towels, handwash for toilets, paper cups, crockery, wine glasses, stationary supplies. Paper plates/cutlery if needed/serviettes/rubbish bags. Consider eskies if needed to keep food cold for October
7. Liaise with sponsor... consider a sponsor? Heritage Bank/SNAP printing

TWO weeks BEFORE

Congress Convenor, Tournament Director Catering Manager, +/- Committee member

1. Pay catering final if indicated. October.
2. Check if Tournament Director is happy with sufficient Bridgemates working (Chris will replace with suitable batteries if needed)
3. Buy Raffles, order fruit basket from Betros
4. Start looking for Helpers for Caddy/Kitchen/Park attendant/Set up team/Photographer /Clean up team (usually members who have played) AND FILL IN PAIRS AND TEAMS IN EACH CATEGORY (Chris prefers people to play BEFORE offering to help so don't discourage Playing please.
5. Ensure enough MASKS and Sanitiser and coloured paper for hand record sheets.
6. Tournament director to obtain new pencils- October congress only usually

ONE WEEK before

Congress Convenor, Tournament Director, Catering Manager +/- committee member

1. Check entry numbers. Confirm Prize money.... To be paid in ABF credits
2. Tournament Director to check if sufficient boards dealt
3. Helper lists put out if insufficient- or contact directly via a volunteers list. Caddy/Kitchen/Set up team/Parking/Photographer/House pairs/Clean up team
4. Food donation list put out----or ask people directly

THREE Days Before

Congress Convenor, Tournament Director, Catering Manager +/- committee member

- 1 Confirm above
- 2 Confirm helper lists full, find house pairs if needed (can't do a sit out at a congress)

THE DAY BEFORE- usually Friday Afternoon (?Thursday before the October Congress as walk in Pairs Friday afternoon)

Convenor, Tournament Director, Catering Manager +/- committee member + the Set Up Team, FOOD delivery and room preparation

- 1 Confirm seating plan with Director
- 2 Put out coloured cloth on tables...different colour for each section and a checked tablecloth under side table for lunch
- 3 Ensure each table has bidding slips, 4 pencils, 1 Bridgemate, 2 side tables, at least 1 sanitiser, tissues and rubbish bin and small basket,
- 4 Tournament director will print scoring booklets which need to be folded and 4 on each table They will advise/put out table numbers
5. In Kitchen set out tea/coffee/biscuits as usual
6. Put 2 -3 tables with coloured cloths at North West side of folding tables to hold the boards
- 7 Put 2 tables with cloths at North side of folding doors for Director- and a power cable
8. Ensure Folding doors are pulled back and inserts put in so no one trips over the slot
9. Empty Bins, put rubbish in bins. Cleaners come Friday evening. Bins go out Sunday night for collection on Monday
10. Table for raffles and 1 raffle seller
11. whiteboard near front door/outside for seating plan to avoid congestion—October only
12. Contact House pairs to give them plenty of notice
- 13 Turn off urn timers and run manual so hot water early the next day
 14. Flowers for all toilets,, front door and kitchen/food tables
 15. Food/nibbles- large tables (in storeroom) put out perpendicular to kitchen 1 for small congress 2 for October. There are tablecloths in kitchen drawer and dealing room cupboard. Separate small table for GLUTEN FREE Food and label this

ON THE DAY

EVERYONE who is relevant

- 1 Check tables/raffles/toilet/parking/front door greeter/Directors needs/house pairs
- 2 collect food and arrange
- 3 running sheet for kitchen helpers especially if new
4. if catered check kitchen helpers know when food is arriving/where and how to keep warm/cool/serve October mainly
- 5 during the day keep things tidy/empty bins/replenish nibbles
6. End of play assist with nibbles/bar drinks

7 Ensure photographer is ready for Prize winners photos and later send to convenor to add to website

END of the Day

Director or Convenor to ask all club members to help tidy up


Clean up team

- 1 empty bins, put bins out for Monday collection
- 2 Tables back normal, top tablecloths to be washed, corduroy left or put out for washing, (leave near front door for next weeks' members to wash
- 3 clean kitchen, wash floor
- 4 Vacuum, Cleaners don't come until Wednesday so need to clean for usual play Monday
- 5 put urn timers back in so hot water the next day
6. Try to empty fridge so no old food accumulates- leftovers can be used for Monday afternoons play

OCTOBER MULTI DAY CONGRESS

- 1 clean/tidy/vacuum/wash after each day if needed
- 2 empty bins (in 2020 we had a huge amount of rubbish, and a number of members took many bags home to put in their own bins)
- 3 Confirm food/catering and set up for the next day
- 4 Plan boards/hand records/scoring booklets
5. Obtain names of members who will volunteers for:
 - a. CADDY- at least 1 person each for the morning and afternoon session. More caddies maybe needed for the October Congress.
 - b. PARKING ATTENDANT

- c. FRONT DOOR GREETER- to decrease crowding, send people to the raffle and then the correct direction for their section.
- d. KITCHENWORKER/S for a 2 hour stint
- e. SET UP TEAM- the day before
- f. PHOTOGRAPHER
- g. HOUSE PAIRS/TEAM to play at last minute to fill in for illness/absence

 FEEDBACK and Report to Management Committee

TIME FRAMES:

June for 'Patrons day' Event

May for June Congress: Toowoomba Restricted and Novice Teams

July for August Congress: Toowoomba Butler Pairs

July For Presidents Cup Event

July for October Congress: Toowoomba Match point Pairs (Sat) Teams (Sun/Mon)

October for November Congress: Toowoomba Restricted and Novice pairs

November for December Congress Swiss Teams

November for Presidents Cup Event

December for January Congress: Toowoomba Restricted/Novice Pairs

November for Christmas party Social Event

Also ensure supplies for GNOT rounds