

# Hospitality Chairperson

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Hospitality is the provision of drinks and food at Unit games. The function of the Hospitality Chairperson is to coordinate as opposed to execute Hospitality. If necessary assemble a **team** to handle:

- Purchase of supplies
- Preparation of coffee and tea
- Layout of food
- Maintenance of hospitality during games
- Post-game clean-up

Each game requires hospitality and special events (e.g. Valentines, Halloween, Holiday Party) may require extra support from outside sources.

## Duties

The Hospitality Chairperson has the following duties:

- Set inventory levels of supplies stored in the Unit cabinets (adjacent to counter) and storage locker (on-stage).
- For regular bridge games, maintain an adequate supply of
  1. Coffee, decaf, tea, sugar, sweetener, creamer
  2. Cups, stirrers, small plates, large plates, napkins
  3. Knives, forks, spoons
  4. Other supplies used in regular unit games
- Maintain a schedule assigning responsibility for hospitality each month. Ensure that the assignments are published in the on-line Events schedule.
- Maintain a list of Unit members willing to provide hospitality at the Unit games.
- Be available to assist those responsible each month to insure a proper clean up and storage of supplies.
- Prepare and issue a guide for those persons providing hospitality at the Unit games.
- Arrange for volunteers to staff the hospitality desk at local Regional or National tournaments on the day Unit 526 has been assigned this responsibility.

## Hospitality Caddy

A caddy may do some hospitality duties. Otherwise these duties may be shared amongst board and regular members.

### Soledad Pre-game

- Arrive around 11 to 11:30 am to prepare the coffee.
  - One large urn of regular (4 Scoops for Large pot)
  - One large urn of decaf (2½ Scoops for 50 cups; 4 Scoops for 100 cups)
  - One small urn of hot water for tea
- Put out supplies for coffee (be sure to use the unit supplies at all times)
  - Coffee cups
  - Stirrers
  - Sugar, sweetener and creamer
  - Tea bags

### Soledad At-game

- Keep the bridge tables neat, and free of empty plates and cups
- Check the food table for empty plates etc.
- Remove trash if cans are full

### Soledad Post-game

- Empty coffee urns and rinse, put back on supply table
- Clean up counter
- See that bridge tables are free of trash
- Assist the director in picking up boards, pencils etc (Mike will explain caddy duties)
- Assist Director in closing and securing the premises.