

Congress Planning and Equipment

	ACTION	WHEN TO ACTION
1	Decision to run a congress; check date approved; decide on a Director; confirm booking of Director	18 to 12 months
2	General Planning 1: Decide on a venue; make booking; establish a budget; appoint an Organiser; select a Congress committee	18 to 6 months
3	General Planning 2: Confirm Congress committee; define areas of responsibility; determine and check instruction for all members of the committee; decide on catering (professional caterers need booking); develop sponsorships	6 to 2 months
4	Preparation 1: Design flyer; organise flyer printing and distribution; if using professional cleaners, booking required; if need additional tables and chairs, book now	4 to 2 months
5	Preparation 2: Press release to local press; contact ABF newsletter; distribute 1st round of flyers; create ability to enter Congress	4 to 2 months
6	Equipment 1: Organise boards; decide on pre-dealt hands; organise the dealing, bridgemates	8 to 6 weeks
7	Entries: Collate	4 to 1 week
8	Phone calls: Ring around to boost numbers	2 weeks to 4 days
9	Prizes: prepare envelopes Equipment 2: Have all scoresheets (personal and team), bridgemates, bidding pads or boxes ready and stored away	1 week
10	Director: Seed field and sections; pick up boards and store; copy hand records	3 days
11	Catering: Final check; pick up extra tables and chairs Equipment 3: Scissors, Sticky Tape, Noticeboard, Blu Tack, Paper, First Aid Kit (or equivalent supplies), Name Tags / Stickers, Table Numbers, Pencils – Pens, Blank System Cards, Projector & screen for wall display of results, Timer, Table slips for names, Categories Movement Guide Cards	3 days
12	Playing rooms: set up	2 to 1 day
13	Registration area: set up	1 day