

Bourne Bridge Club, Farnham

Room Preparation in Methodist Church Hall – Thursday evenings

One person will arrive by approx. 6.30pm with the main door key.

Room prep volunteers are requested to arrive about the same time.

Tasks for Room Prep volunteers:

Before the session -

1. Get Bidding Boxes, Table Cloths, Table Slips and Score Cards from the Cupboard and put out for collection/distribution. Put the Lamp on charge.
2. Encourage people as they arrive to put out tables and chairs for themselves (It is not reasonable to expect individuals to put out all the tables).
3. Assist with distributing Table Cloths, Bidding Boxes, Table Slips and Score Cards.

At the end of the session -

4. Please place the Lamp outside on the hook in the alleyway.
5. Ensure that players return their bidding boxes to the correct position in the trays, and the table cloths to the box.
6. Players are asked to return their tables and chairs, but please check that this is being done tidily.
7. Return the Bidding Box trays and table cloth box to the cupboard.
8. Check that any windows have been shut.
9. Reclaim the Lamp from the hook in the alleyway and return to the cupboard.
10. Once everyone has left, switch off the lights and ensure the door is firmly closed.

Thank you for your assistance!