

**New Sociables
Duplicate Bridge Activity Leader
Job Description
2024-2025**

- This group meets on the 4th Monday of each month. The annual schedule is given to the restaurant where we play for their convenience. This year we play at Casper's Cherokee at 4625 Nichols Road in Eagan. The contact is owner Rick Casper (651) 454-6744. He is notified one week before with the number of tables.
- A complete newsletter article is to be sent electronically to the newsletter editor by the 10th of each month.

Members who sign up are requested not to cancel at the last minute (unless there is an emergency) since it might not be possible to get a sub at short notice.

- At the monthly New Sociables meeting, the signup sheet for that month's duplicate bridge is placed on the table and everyone is reminded of the date and location.
- Arrive at Caspers around 9:40 to set up the tables and place the following on a spare table:
 1. Rotation cards, with a sheet for the names of players and their card numbers.
 2. The number of boards to be used that day, set up with their score sheets.
 3. A signup sheet for the next month.

Place on each of the tables for playing:

1. Sheet with table number and directions.
2. Two pencils, scrap sheet for North player to use for player numbers and first card played.
3. Card with score information for those who need it.

At the end of the day make sure all score sheets are taken home to prepare the scores. Once this is done, notify that day's members by email and place the monetary prizes in envelopes for next month payment.