

New Sociables
Party Bridge Activity Leader
Job Description
2023-2024

1. Provide a sign-up sheet at the general meeting for that month's play.
2. Party Bridge is held the third Monday of the month at Casper's Cherokee Restaurant, 4625 Nichols Rd., Eagan MN.
3. Request confirmation from those signed up a week before the day of play. Make sure there are multiples of four to play, calling subs when needed.
4. Call Casper's at 651-454-6744 on the Friday before the third Monday to confirm the numbers. We begin at 10:00, eat lunch and finish play @ 2:30 or so. 20% gratuity is to be added to each bill.
5. Provide cards, score sheets, table numbers, pencils and tallies on the day of play. Collect \$1.00 from each player to be distributed to the winners. Number of winners is determined by the number of tables.
6. In December donations may be collected to give to restaurant employees (regular waitress/waiter or bus help).
7. In December of each year confirm bookings for the upcoming year.
7. A complete newsletter article is to be sent to the newsletter editor by the 10th of each month. The article must be sent electronically to:
newsnewsoc@gmail.com
Do not send the newsletter article to the newsletter editor's personal email listed in the New Sociables directory.

The monthly article should be totally in electronic format. Send the electronic format to the editor as an attachment in MS Word, a pdf document or email.

If the monthly newsletter article does not change each month, please indicate that information to the editor. If the newsletter article content changes each month, make the appropriate changes and send the entire article to the editor. It is not the editor's responsibility to edit and type monthly news articles into the newsletter. The editor is not responsible for research of the topic, venue, or speaker, or to find directions or phone numbers for your article. The article must be in a format that can be copied and pasted into the newsletter. The editor is not responsible for typing content.