**MESSAGE TO DIRECTORS**

Dear All

Firstly, thank you for agreeing to act as a "Café Director" at the event, a role which is key to the smooth operation throughout the day ensuring the enjoyment of all those joining us to play bridge; other than Mike and John, you all undertook this role in November at our Newark event, so please bear with me if I am duplicating things or being overly detailed. We have taken note of feed back from Newark and have tried to make the instructions more precise.  
  
Attached to this e-mail are the detailed instructions for the day (please print a copy out for your use), we will hold a short briefing session to cover any queries you may have or clarifications you may need; this will be held at 9.15 on Wednesday, before general registration starts.

Could you please ensure therefore that you arrive at **All Bar One no later than 9.10am** at which stage you will need to complete the initial and Café registration processes BEFORE the briefing takes place.

You have already been pre-allocated to a specific Café for lunch, but need to collect your "N/S card" from Margaret Brook when you first arrive; please then see Steve Crawford in the "Café Registration" area, **BEFORE** the briefing session, where you can collect your "Movement Cards" – (x2) and a menu for the Café where you will have lunch; you will be asked at both these registration processes to confirm that you (or your partner) have your mobile phone pre-loaded with the BriAn app.

***Don’t forget: You will then also need to order your lunch choices as part of the registration process, but this will need to be done after the briefing session – details are included in “Final Instructions”, hopefully this will make your job easier later in the day.***

As we finish the introductory speeches, we will introduce each of you, so that those players who are starting the day at the same venue as you can see who you are and can follow you to their first venue.

When you depart for your first venue (shown on your movement card) but which is also detailed below, you will need to take your bag of contents with you; **please ensure that you take the bag which is labelled for your starting Café** (NOT your lunch Café) - someone will be around to help if necessary. This bag will contain all the things you need for the day - 4 sets of identical boards (coloured Red, Orange, Yellow and Black) already containing travellers, 16 bidding boxes, 4 table covers, 4 "Table Cards" setting out which pair should play who for which board during the day, 2 maps of Nottingham showing Cafés, routing and directions inside Cafés - you should keep one of these maps for your own use and pass the other to the E/W guide you may appoint for the day, and an “Equipment Card” (showing the banners, posters etc at your venue).  
  
There will be a selection of "Bridge Event" posters, directional arrows and NCBA banners at all venues. At “All Bar One”, “Cross Keys”, “Loxley’s” and “Lloyds No 1”, “Head of Steam” and hopefully “Pitcher & Piano” these should already be in place before you arrive, for “Pitcher & Piano” the relevant Café Director may need to take these with them when they leave All Bar One at the end of registration. Your bag of contents will contain a schedule of these posters etc which have been, or need to be, located at your first venue; **this schedule should be left at the venue so that the director who is there for the last round will know what they need to collect and return to All Bar One at the end of the day**

All these items should be left at the venue when you go to your next venue **(the boards DO NOT move during the day)**; everything should then be brought back to All Bar One after the 5th round of play, including all posters, directional arrows and banners. Do not forget to remove the travellers from the boards at the end of play and hand these to Margaret when you get back to All Bar One - this speeds up scoring resolution if there have been any problems during the day.

Although this information will be included on your "Movement Cards", for early clarification, I have set out below your respective starting, lunch and finishing Cafés:-

CAFÉ DIRECTOR STARTING CAFÉ LUNCH CAFÉ FINAL CAFÉ  
  
Steve Crawford All Bar One Pitcher & Piano Lloyds No 1

Ray Furlonger Head of Steam Cross Keys All Bar One

Toni Smith Pitcher & Piano The Loxley Head of Steam

Richard Lightfoot Cross Keys Lloyds No 1 Pitcher & Piano

Mike Nailard The Loxley All Bar One Cross Keys

John Edwards Lloyds No 1 Head of Steam The Loxley  
  
Also attached is a detailed schedule of the days timings; it is important to try and ensure that these timings are kept to so we can ensure that other groups are not subsequently held up or that the final get together cannot finish by a reasonable time.

***When you arrive at your lunch venue please make sure that the Café staff are fully aware of what is required and confirm with them the time you want lunch served – approx 50-55 minutes after you start to play the hands.***

A list of the roles for the day, with names of those responsible, is attached for your information.  
  
I hope you have a trouble free day and that you also can enjoy the bridge, as well as looking after all our guests who are joining Café Bridge for the day.  
  
  
Kind Regards  
  
Tony

Attachments:

* Café Bridge Directors Notes
* Timings for the Day
* Roles for the Day

2 Copies of the Map and Directional Instructions, as well as the “Equipment Schedule” will be included in the bag of contents.