

# South American Championship Preparations

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# Location

- Good access to transport links into and out of the country
- Suitable hotels and restaurants etc
- In addition, open events will need to have tourist or natural attractions

# Venue

- A: Zonal Teams Championship (played behind screens)
  - 20 to 25 m<sup>2</sup> space per table
- B: Pairs and Teams running parallel to Zonals or  
C: Open Qualification stage of Open Championship and Consolation Events
  - 7m<sup>2</sup> space per table
- D: Any stage of Open Championship (played behind screens)
  - 9m<sup>2</sup> space per table

# Plus in every Playing Area

- **Allow 25 m<sup>2</sup> per BBO cabin**
- **Allow at least another 100 m<sup>2</sup> for;**
  - Scoring stations
  - A corridor for officials to move around with boards etc
  - 2 x water fountains
  - 1+ tables for stationery
  - Clear security exits, power cabins, fire stations and so forth
- Tables are laid out in neat rows and columns so be aware pillars etc increase overall space needed
- Seek to create a single space that can be split as needed into Open and Closed rooms. Two suitably sized rooms close to each other also work.

# Example of Zonal Championship

- Figures based on 30 teams (the maximum possible):  
10 x Open, 10 x Women and 10 x Seniors
- 30 x 20 = at least **600 m<sup>2</sup>**
- PLUS: 100m<sup>2</sup> corridor
- PLUS: 25m<sup>2</sup> per BBO operator

**= All in all, for 30 teams we require a playing room of roughly 1000 m<sup>2</sup>**

# Outside the Playing Area

- Close to the playing area, and each other
  - A lockable Duplication Room, 30 m<sup>2</sup>, central table, shelves
  - A lockable Main Office, 30 m<sup>2</sup> with long table , + IT storage space & copy machine.
- Vu Graph Theatre - 50 spectators, commentators desk, plus 4 or 5 screens to project onto
- Secretariat sufficient for two work stations (desks)
- President's Office
- IT Storage Room if needed
- A dedicated space of at least 150 m<sup>2</sup> for excess equipment and packaging storage

# Electrical Requirements

- Venue totally wired (LAN)
- Internet access at a minimum speed of 30Mb.
- Power supplies need also to be readily available, suitable for all the electronic equipment in use

# Personnel

- Regular staff for the specialised roles
- Plus host to provide:
  - 1 x Tournament Director or Assistant TD (ideally CBS certified)
  - 1 x Duplicator
  - 6 x Caddies
  - 1 x On-site organizer (as link to the Championship Manager)
  - Individuals to set up and takedown (all except electronics)
  - 1 x BBO Manager + BBO Operators eg 12 -16 on-rota
  - 1 x regular Registration Clerk, plus 3 to help pre-start
  - English speaking key staff (especially for Open Championships)

# Electronic Equipment

- Bridgemate IIs & Servers
- Networkable printer/copier machines - in b&w and colour for Daily Bulletin, Main Office & scoring team
- 42inch Plasma Screens
- Water Fountains
- Tables with screens
- $\geq 20$  x low profile computers to operate displays etc
- 3 laser printers with spare toner cartridges

# Playing Equipment

- 100 x bridge tables (as many with screens as needed for event)
- 550 minimum chairs
- 400 bidding boxes
- Personal scoring cards/booklets
- Boards as needed for the format (anticipate 1 ½ days ahead in planning)
- Cards as needed for boards plus spares
- 100 table cloths in suitable colours for the format
- Other stationery as needed

# Other considerations

- An opening ceremony and Cocktail Reception
- A closing ceremony and Victory Banquet
- Championship bags for participants & officials
  - pen, notepaper, gifts & information
- Accommodation and meals for staff and/or officials
- Onsite subsistence catering for key staff