

Southern California Kendo Federation Tournament Refreshment Duty Schedule

2016

[illegible]

Toban Duties:

For the tournaments, Toban will be responsible for setting up and manning the Refreshment stand. Toban will be responsible to pick up the equipment and supplies at the previous venue, including the large ice chest. Toban will also be responsible for bringing water and other refreshment supplies such as snacks. Toban should coordinate with the SCKF 2nd Vice-President for expected amounts of refreshment, and types of snacks.

For the seminars and shinsa, Toban will be responsible to pick up the equipment at the previous venue, including the large ice chest. Toban will be responsible for coffee, tea, water, and snacks. Toban should coordinate with the SCKF 2nd Vice-President for expected amounts of refreshments and snacks.

In general, Toban duties encompass duties for SCKF Board Meetings, SCKF Tournaments: to pick up equipment and supplies, to handle refreshments at events, and to coordinate hand-off for the next SCKF event. Everyone's cooperation is expected in order for this important task to be smoothly run.