

## Southern California Kendo Federation Tournament Refreshment Duty Schedule

**2016**

[illegible]

### Toban Duties:

For Board meetings, Toban is expected to bring the coffee maker and hot water dispensers, beverage supplies, and to purchase snacks for the meeting. The next Toban is expected to receive the equipment and supplies to bring to the next venue.

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 2<sup>nd</sup> 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 2<sup>nd</sup> 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.