



## **Closing Table Procedures**

1. Reset both decks - King on top, Ace on bottom in descending order, top to bottom Spades, Hearts, Clubs, Diamonds. Puy decks and cut cards back into the well.
2. Reset tournament chips for your table with fresh chips/racks from the cage brought by floor. 10 sets of chips per table (lammered off) including the following:
  - a. 10 – 100 chips
  - b. 2 – 500 chips
  - c. 8 – 1000 chips
  - d. 2 – 500 chips
3. Replace the “dealer” button to the well
4. Replace the “all-in” button
5. Replace the pencil
6. Put the well cover on and lock it
7. Return any dealer sign-in cards (if applicable) to the floor manager
8. Push in the dealer chair completely
9. Arrange the player chairs as best as possible, make sure they are all in the highest position and the lean back rod is set to allow the chair to lean (up position)
10. Make sure there are no racks in the back of the chairs.
11. Pickup and return any racks to the cage
12. Clean up any trash on and around the table
13. Immediately after, alert floor that the table is closed