

because
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Bingo Night

Engage with your community by hosting an exciting, competitive Bingo night! Not only will you raise money for your volunteer project, but lucky participants will be able to win prizes as well!

“The thrill isn’t in the winning, it’s in the doing.” -Chuck Noll



Total Prep Time: 4 Hours

Total Active Time: 4 Hours

Total Time to Execute: 8 Hours

Cost to Operate: \$\$\$\$

Forecasted Funds Raised: \$\$\$\$

Supplies Needed:



- Stage / Center Table
- Microphone
- Chairs
- Tables
- Bingo Cards
- Bingo Tokens
- Concessions
- Cups / Plates / Bowls
- Change
- 5 Prizes, Valued \$10-50 each

This kit is designed to accommodate 100 participants. If projecting fewer or more participants, be sure to adjust your supplies and cost to operate accordingly.

Plan

1. Indoor or outdoor? Choose a location to host this event, preferably with access to tables, chairs, and an outlet for a microphone.
2. Choose a date and time that will be convenient for most people, such as a weekend evening.
 - a. Other appropriate times that may be suitable for your city are weekday evenings or weekend afternoons.
3. In addition, your team may want to sell popcorn, candy, snacks, and beverages!
 - a. Purchase these items at a local dollar store or wholesale store for maximum profit.
 - b. Mark up the costs slightly (Ex: A box of candy at \$1.00 could sell for \$1.50, a cup of popped popcorn at 25¢ per serving could sell for \$1.50 each, and a cup of soda at 20¢ per serving could sell for \$1.00 each. In total, after the cost to buy, you’d have a \$2.55 profit from this one sale!)
4. Arrange for any equipment that you may need such as tables, chairs, extension cords, a microphone, a white board, or other items.
5. Decide if you will charge per Bingo card, or if you’ll allow participants to simply donate an amount they deem fair for each card.
 - a. Opening up for donations allows participants to pay \$1, \$5, or even \$10 per Bingo card at their discretion!
6. Decide on the value of the prizes for the Bingo games.
 - a. For example, if you set the prize value at \$10, you can have prizes that are \$10 gift certificates to local stores/restaurants, or items that are equivalent to \$10.
7. Decide on prize ideas for the winners of the Bingo games.
 - a. If you are reaching out to local companies for donations of gift certificates or items for prizes, make sure each prize has about the same agreed upon value, and make sure the donor is aware of it.

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8. You will need someone to be the Speaker who calls out the Bingo numbers during the event, so having a microphone is important for people to hear. Having someone write the numbers down as they are being called, on a white board if possible, would help too.
 - a. These are important jobs, to communicate loudly and clearly to the participants and to make sure they are having fun.
 - b. Having the numbers written down helps when it comes to checking the winner's cards.
9. Throughout the event you may want to add a different rule per Bingo game so the participants don't get bored after a couple of games.
 - a. Rules can include making an X on their card, covering all the borders, or anything else you can come up with—be creative!
10. For this event you will need Bingo cards and tokens for the participants to cover the spaces with. You can decide to purchase inexpensive Bingo cards and tokens from a local dollar store, or you can design and print your own cards.
 - a. Making sure you have enough cards and tokens is very important. One card and 25 tokens per guest should be enough, but it doesn't hurt to have a couple extra.
 - b. Designing your own cards is cheaper and allows room for creativity and personalization to your event.

Prepare

11. After coordinating supplies, location, a date, and ways to pay, promote "Bingo Night" with your friends and family, through social media, on your own personal website, or with flyers.
 - a. You may also want to advertise some of the prizes you've collected!
12. If you decide to reach out to companies for donations of prizes, make sure they are aware of your value so you can break up larger donations into several prizes.
 - a. If the gift certificate value is smaller than your value, accompany it with a small item so the winner receives a prize equal to your agreed upon value.
13. When you advertise your event, make sure it's clear that the entry fee is a donation to the volunteer project. Explain every donation gets each participant one Bingo card and 25 tokens at the door (unless you allow for additional cards to be purchased).
14. Purchase the Bingo tokens at a local dollar store for the lowest price for maximum profit. If you decide to design and print your own cards, you can look online for templates that will make it easier.
 - a. In designing your own cards, adding a logo that represents your volunteer project or the name of your organization can be fun and make the event more personal.
15. Purchase Bingo balls online. You could purchase a set, with a twirling cage, for around \$20. Or, you could purchase the balls only, and mix them up in a large bowl during the event.
16. The day before the event, be sure you have change available for your buyers, especially if offering snacks and beverages. For a typical sale of 80-100 guests, you will need \$20 in quarters, \$50 in ones, and \$50 in fives.
 - a. If your event will be cash only, be sure that people are aware of that before the event, and know where the nearest ATM is located.
 - b. If you sell all your items at 50 cent increments (\$0.50, \$1.00, \$1.50, \$2.00, etc.) you can avoid the need for coins smaller than a quarter.

17. The day of the event, ensure there is time set aside for set up (an hour or two). Use tablecloths and other decorations to draw attention to any concessions you are offering!
 - a. Place the snack and drink table away from the stage, towards the back if possible, so that those who'd like to purchase additional items are able to do so without disturbing others.

Perform

18. Gather volunteers to host the event. Be sure to split volunteer roles to: show guests to available seats, assist with set-up and clean-up, and be in-charge of the concessions.
19. As guests arrive, collect their donations then give them a Bingo card and 25 tokens.
20. The Speaker should be set up in front of the players, along with someone recording each number being pulled so that you can check winner's cards.
21. The Speaker should first welcome everyone to the event, and then explain the rules of Bingo. Before each Bingo game, the speaker should announce what the prize of the Bingo game will be.
 - a. While explaining the rules, make it clear to the participants that they must raise their hand and come up to the speaker when they win to get their card checked and receive their prize. (Keep your eyes out for raised hands!)
22. After winner's cards are checked and approved, award them with their prize and move on to the next game.
23. Count the money made for your volunteer project. If you collected more than your project requires, donate the remaining funds to a nonprofit organization that benefits the community your project aims to serve!

Accounting Table

(use to calculate how much was collected):

Example:

CURRENCY	COUNT	CALCULATE	TOTAL
Quarters		X .25	
Dimes		X .10	
Nickels		X .05	
Pennies		X .01	
Ones		X 1	
Fives		X 5	
Tens		X 10	
Twenties		X 20	
Fifties		X 50	
Hundreds		X 100	

CURRENCY	COUNT	CALCULATE	TOTAL
Quarters	68	X .25	\$ 17.00
Dimes	41	X .10	\$ 4.10
Nickels	16	X .05	\$ 0.80
Pennies	0	X .01	\$ 0.00
Ones	127	X 1	\$ 127
Fives	43	X 5	\$ 215
Tens	22	X 10	\$ 220
Twenties	36	X 20	\$ 720
Fifties	1	X 50	\$ 50
Hundreds	1	X 100	\$ 100

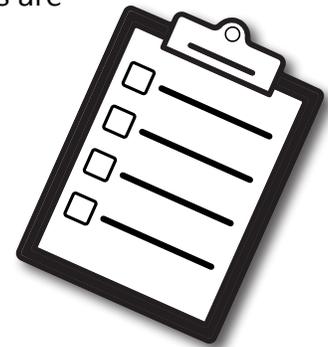
$$17.00+4.10+.80+0+127+215+220+720+50+100 = \$1673.90 - \$380 \text{ (Cost of Supplies)} - \$150 \text{ (Change)} = \$1143.90$$

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Checklist

Plan

- Choose location, date, and time to hold the event
- Purchase items for concessions
- Coordinate with a volunteer to photograph the event
- Decide if you will have new rules per Bingo game, and what those rules are
- Decide who will be the Speaker
- Decide if payments are cash-only, or if checks will be accepted



Prepare

- Post on social media or create flyers to advertise the event
- Decide on prize values
- Create or purchase Bingo cards and tokens. Purchase Bingo balls and a cage or bowl.
- Begin assigning volunteers with tasks like: collecting money, running concessions, assisting guests to seats, set up/clean up
- Collect prizes for the winners
- Arrange for equipment and obtain change in quarters, one's, and five's.
- Remind volunteers of their assigned tasks
- Be sure volunteers know what time they are expected to arrive
- Continue advertising via flyers, social media, personal websites, etc.
- Decorate area and set up chairs, tables, concession area, etc. as needed



Perform

- Have someone collecting donations at the door, along with handing out cards and tokens
- Ensure guests are directed towards open seating. Maintain refreshments as needed.
- Speaker to make announcements
- Distribute prizes to Bingo winners accordingly
- Count the money you made for your volunteer project
- Fill out the [reporting form](#), ensure a volunteer has uploaded any photos, and celebrate!

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Examples:



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