

Family Bingo Guide

Volunteers: Recruit 12 High School Student Volunteers to help out (6 for the first shift and 6 for the second shift) as well as parent volunteers below. Also ask for donations for paper products (dinner/dessert plates, forks, cups and napkins). Check in storage first to see what we have.

Set Up: 3 volunteers - Help with setup the day of Bingo. Family Bingo takes place at the Middle School Cafeteria on Friday evening, so you need to double check with the custodian as to when you are able to start setting up beforehand. Generally, 3:30pm should work OK, but depending on volunteer availability it may be later.

Registration Table: 2 volunteers – Check families in upon arrival, pass out bingo sheets and sell additional bingo sheets if needed

Food Table Monitor: 1 volunteer - Organize food as families drop off items, pass out pizza slices and organize table as needed.

Prize Table Monitor: 1-2 volunteers - Check bingo sheets for winning numbers and distribute prizes.

Caller: 1-2 volunteers – only one caller is needed. However, if you'd like to switch it up and have 1 caller the first 5 games and another the second 5 games, you would need 2.

Clean Up: 3 volunteers - Clean up at the end of the night when the event is over - the more you have the quicker you get done.

To Do List:

- Get the Family Bingo committee list and send out an initial email to the committee reminding them of the date and times.
- Reserve the Middle School cafeteria.

- Ask for donations of Bingo prizes. This can be done around/after Christmas.
- Notify the custodian(s) to request the door to be unlocked. Also let them know how many tables and chairs to have set up, request a microphone, overhead projector, projector screen, cart for overhead projector, dollies and large garbage cans.
- Send out Family Bingo registration form and get the information on the website.
- Contact local food establishments for beverage donations (Chik-Fil-A in Macedonia donated Iced Tea and Lemonade). Buy bottled water.
- Continually gather registration forms and put packets together including a welcome sheet and total number of Bingo sheets.
- Order pizza (in the past we have used Romeo's).
- Gather markers and crayons and print coloring sheets or word searches to put at all the tables.
- Borrow ipad from Mr. Wasil with BINGO App on it and make sure ipad, speakers, projector, etc are working.