

# How to plan a bingo night

1. Find a reasonable venue
2. Check the date doesn't clash with other popular local events
3. Find a bingo caller – this person must have a sense of humour and can play to the crowd and get them enthused and laughing. This is what makes it a fun night and will make people want to come again a following year.
4. Ensure venue has an alcohol licence
5. Start selling tickets. Eventbrite is quite an easy to use site but it does charge per ticket.  
Create a Facebook event with the link.
  - a. Advertise on Facebook community pages
  - b. Advertise on your personal page, making it public and asking friends to share
  - c. Give details such as whether there will be a bar, snacks etc and what time doors will open.
6. Gather raffle prizes and ask anyone who can't come if they'd buy a raffle ticket instead. It's worth contacting local and national companies to see if they will donate. Contact [info@caskresearch.org](mailto:info@caskresearch.org) for a letter to send out.
7. Buy: Raffle ticket books, bingo cards, bingo dibbers, alcohol (make sure you can return if not used), snacks, bingo game (although there are free apps for phones which give out bingo numbers). Learn some fun bingo calls.
8. Create posters and put up around the local area. Ask shops, notice boards and local clubs to display them.
9. Download information leaflets from our website to display at the event, request collection tins from CRF (UK only).
10. Order drinks and glasses – majestic wine (UK) offers free glasses for £1 refundable deposit per glass
11. Buy snacks to sell (crisps, popcorn etc)
12. Get a float.
13. Print drinks price list.
14. Remind people to bring cash.
15. Buy bingo prizes (you will have three or four games, each with a line and a full house so will need between 6 and 8 prizes – chocolates is normally a good bet)
16. Designate jobs for the night (see below)
17. If there is a screen at the venue create a ppt to tell people about CRF and your personal connection to the cause
18. Think about how you are going to introduce the night (thank people for coming, tell people about CRF and what the funds will help us achieve, plus your personal connection to the cause)
19. Visit the venue and find out how the sound system works and organise some music to play prior to the game and during the interval (normally you can just plug in a mobile phone so make sure you have a playlist organised)

## On the night CHECK LIST

- Set up raffle table
- Display information leaflets on CASK
- Set up bar and display drinks price list
- Bingo and raffle prizes
- Set tables up with dibbers, First bingo cards, flyers
- Bingo game/phone app
- Drinks, Snacks, Glasses
- Containers for nibbles?
- Float X 2 – one for the bar and one for the raffle tickets sales
- Table cloths
- Bin bags
- Tins/baskets for collecting raffle tickets
- Music for night (mobile phone? Lead for phone?)

### Jobs to delegate

Bingo caller

Two people on the bar

Two people handing out the new bingo cards

Two people going around tables asking people to buy raffle tickets (we normally suggest £1/ticket or £5 a strip)

Someone to take photos/videos of the night

Someone in charge of music (could be the bingo caller)

### How to play bingo

For every game give each person one bingo card (use a different colour for each game). They will use the whole card for one game.

Start game. Prize for the first person with a completed horizontal line somewhere on the card (shout LINE). Continue game. Second prize for the first person to fill one section of their card (you can see in the example below there are 6 sections to the card) (shout BINGO). Game ends.

From experience we advise playing three bingo games, with a break between each. Sell raffle tickets before the game during the 1<sup>st</sup> interval. Draw the raffle during the second interval.

A good timescale is doors open at 7.45 with play starting at 8:15. The night should finish around 10.30. It is possible to have four bingo games during this timescale if it is played traditionally and quickly.

		30	40	50	74	81
5		24	35	52	68	
9	10	25	45		90	

		20	36	53	62	82
6	11		48		72	89
	12	23		55	66	76

2	15		41	60	84	
3	17		47	54	70	
		28	37	59	65	71

1	13	22	44			85	
	27	33	49			78	88
	16	39	57	69	79		

4		31	43	61	80		
	19	34	51	77	83		
8	26	46	58	64			

7	21	32		63	73		
	14		42	56	75	86	
	18	29	38		67	87	