

* This Guide is meant to be a helpful reference - It is flexible.
Feel free to make changes as needed. *

Bingo Night

Information that Candace researched about Bingos: [W](#) Bingo research.docx

Advertising Docs

- [B](#) 2022 - Bingo Advertising
- [B](#) 2023 - Bingo Advertising

Flyers:

- 2023
 - https://www.canva.com/design/DAFcDd_rTsk/wbtSEN15huVEIV_CES8Ug/view?utm_content=DAFcDd_rTsk&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
- 2022
 - https://www.canva.com/design/DAE6y3AIdIU/WHMUrFLa8KHbbD9Mc_72zQ/edit?utm_content=DAE6y3AIdIU&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton
 - Remember to include a contact email on the flier for next year
- 2018
 - [W](#) Copy of SJLES BINGO Night flier-1.docx

2023 Info:

- What, When, Where:
 - Friday, April 14 @ 6-8 PM
 - Rain Date: Thursday, April 27 @ 6-8 PM
 - Reference for how dark it will be:
 - [Sunrise and sunset times in Ellicott City Historic District \(timeanddate.com\)](#)
 - Location: Basketball Courts behind the school (by walker drop-off/pick-up)
 - Picnic-style Bingo - Bring your own blanket or chairs to enjoy Bingo on the basketball courts behind the school
 - Arrive at 6:00 and games will begin at 6:30
 - Tickets - \$2 - CASH, CHECK, MEMBERHUB
 - ***** We emailed all the families who paid cash/check and told them we received their payment! Next year we should explain that we aren't sending out actual tickets but that their payment reserves their spot and checking in gets them their bingo stuff and food.**
 - Supplies provided for each ticket
 - 10 Bingo cards, crayon, water, chip bag, candy
 - For flyer: **Put in all kids folders on 3/9 and return by 3/29**

- Reminder: All children must be accompanied by an adult. This is not a drop-off event.
 - Check box: I would like to volunteer for a portion of the event to help with check-in, the prize table, writing bingo numbers, etc. (phrase however you think). Then once we have a count of how many want to help we can figure out if we need more. Rather than doing a sign up genius we decided to create a list of jobs we need and assign them as people arrive.
 - (In 2022: We had 320 people total purchase tickets! 78 pizzas, 23 salads.)
 - In 2023, we had 423 people total purchase tickets. 86 pizzas, 14 salads
- Pizza - available for pre-order
 - Coordinate with Vocelli's (410-313-8774) - Sudip is the manager
 - Price from Vocelli's: Large 14 inch cheese \$9, large 14 inch pep \$9.50, salad \$8.75
 - PTA charged (in 2023): Cheese \$9.50, Pep \$10, Salad \$9
 - Arrange for the order based on the number of pre-orders
 - \$2.50 per delivery (plus tip) or we can pick up for free
 - We had it delivered in 2023
 - 1 week notice
 - Add a few extra pizzas for teachers & custodians
 - Vocelli's can provide plates and napkins - they did not provide enough so ask for more!
 - They will also leave the warmers and we return them later
 - Mix of dressings on the side
 - In 2022 we had 320 people total purchase tickets. 78 pizzas, 23 salads.
 - In 2023, we had 423 people total purchase tickets. 86 pizzas, 14 salads
 - Orders must be submitted at least 1 week prior to event
- Budget to hold event: For 2023 it's \$738
 -  2023 - Bingo expenses
- Supplies
 - New Bingo Set - In PTA closet (E6)
 - There also might still be an old set in there that is missing a ball. Should probably get rid of that set so it doesn't accidentally get used.
 - Microphone and speaker - In PTA closet - check ahead of time how to set up
 - Ms. Foster offered that we can use her speakers - she came at the end and cleaned them up!
 - Extension cord - the school had one that Mrs. Foster and Linda used to set up speakers
 - Registration list - Meg created sheet with Memberhub file and Jane manually entered paper flier/cash/check orders ***PRINT 6 of these FOR TABLES at sign in. Having just one of these made check in tricky so have 6 check in people and 2-4 people to give pizzas and salads and bingo/snack bags

- Bingo Cards - currently have 120 packs of 25 sheets, 216 packs of 15 sheets, and 457 packs of 15 each that are already cut and stapled
 - In 2022, Jane purchased a box of 400 crayons for the event for kids to use to mark off bingo numbers. Still plenty to use for 2023
 - To Buy:
 - Brown paper bags to put each person's bingo supplies and food in
 - Chip Bags
 - Candy
 - Water
 - Prizes
 - Prizes & Tablecloth (jane has one)
 - We have 56ish prizes. We will have 2 prize tables (table #1 bigger/pick 1 prizes and table #2 smaller/pick 2 prizes). 26 pick 1 and 31 pick 2 (so 41 winners total)
 - We added 25 gift cards because we had 420+ people! We had to add x5 SPOTOGRAMS at the end because of all the winners!
 - First aid kit from closet
 - Trash Can (from school) - maybe we need 5 of them given how many people? Pizza boxes make for LOTS of trash. Paul asked us to put pizza boxes in the recycle bins and we had carts to put them on as well.
 - Tables (from school) - 12 total
 - Make signs for (2) check in/bingo, (2) pizza, (2) snacks, (2) prize tables - I did not do this for this year!
 - 2 check in/registration tables
 - 4 pizza tables
 - 2 snack tables
 - 2 tables for bingo - speakers sit on the ground
 - 2 tables for prizes
- Bingo Callers
 - In the past, sometimes teachers have been Bingo Callers - Mr. Notari said this is a great idea and many teachers have told me they love this tradition. **Jane sent out email via Ms. Kennedy and once we got 5 teachers I emailed them separately to see if they had preferences for calling times. See below!**
 - If they happen to volunteer, we can offer them pizza, but we are not allowed to give gift cards as a thank you.
 - For 2023- If we have 5 volunteers this year, here is the plan...
 - 6:30pm to 6:48pm - Mrs. Blake
 - 6:48pm - 7:06pm - Mrs. Shoff
 - Invite volunteers (depends on how many we get)
 - 7:06pm - 7:24pm - Mrs. Larner

- 7:24pm - 7:42pm - Mrs. Peddicord
 - Invite next group of volunteers
 - 7:42pm - 8:00pm - Ms. Skyles
- Or this could be done by PTA Volunteers
- Volunteers
 - Set-up -
 - 2 Tables for Bingo Set and Room for Teacher's Pizza
 - Microphone and speakers - Mrs. Foster will set up for us
 - White board only this year, it worked fine
 - Set up registration, pizza, snack and bingo tables
 - Set up Prize tables
 - Sign-in (8 people)
 - Print 6 copies of spreadsheet for check in (6 people), pizza/salad/plate/napkins (2 people), and bingo/snack bags
 - 1 person to write numbers on boards
 - Kids came to the teacher table to get their cards checked
 - 1 person to monitor the SJLES door to remind kids to go to the bathroom and come right back out! We didn't really need this as no one really went inside.
 - 2 people at prize tables
 - 4 Clean-up helpers
 - EMAIL TO VOLUNTEERS - because we had 13 volunteers, we made a schedule to rotate 3 times every 30 mins to make sure everyone got to help.

Hello Outdoor Bingo Volunteers!

Thank you for volunteering to help at Bingo Night!

We have 13 volunteers so YAY!

The event starts at 6pm. After everyone arrives and gets settled, bingo games will be from 6:30pm-8:00 pm. During that time frame, we'll have 3, 30 minute rotations of 4 volunteers for the 4 jobs listed below. When it is time to switch, we will call out your names and you can come to me and I'll let you know where we need help.

Bingo number writer - This person will write the Bingo numbers on a white board as they are called. When a player calls that they have Bingo, the player will go up front to the teachers table to check their numbers and this board can be a helpful reference.

Prize table attendant - This person can show the winners their prize options and remind them of their options. Bingo winners can choose to pick one prize from the big prize table or two prizes from the small prize table.

Door monitor - Since we have access to the SJLES bathrooms, we will need someone to stand at the SJLES back door near Mrs. Peddicord's art room to monitor people going in and coming

out. We want to remind kids that they can just use the bathroom and come right back out to bingo!

Snap pics with your phone for the yearbook!

Just looking ahead, if you are bored with your job and want to switch with someone in your rotation please feel free to yell out to them and switch! Let's face it, that door monitor position is the worst.

Please don't hesitate to email me with questions and thanks for helping!

☀️ Jane Fisher 🌈

2022 Info for reference:

- What, When, Where:
 - Friday, April 22 @ 6-8 PM
 - Rain Date: Friday, April 29 @ 6-8 PM
 - Reference for how dark it will be:
 - [Sunrise and sunset times in Ellicott City Historic District \(timeanddate.com\)](https://timeanddate.com)
 - Location: Basketball Courts behind the school (by walker drop-off/pick-up)
 - Picnic-style Bingo - Bring your own blanket or chairs to enjoy Bingo on the basketball courts behind the school
 - Arrive at 6:00 and games will begin at 6:30 - first 30 bingo players to arrive get bingo dauber!
 - For flyer: **Put in all kids folders on 3/28 and return by 4/8/22**
 - Reminder: All children must be accompanied by an adult. This is not a drop-off event.
 - Check box: I would like to volunteer for a portion of the event to help with check-in, the prize table, writing bingo numbers, etc. (phrase however you think). Then once we have a count of how many want to help we can figure out if we need more. We can ask list serve for high schoolers who need hours too! Rather than doing a sign up genius we decided to create a list of jobs we need and assign them as people arrive.
 - We had 320 people total purchase tickets! 78 pizzas, 23 salads.
- Pizza - available for pre-order
 - Coordinate with Vocelli's (410-313-8774)
 - Large 14 inch cheese \$8, large 14 inch pep \$8.50, salad \$6.75
 - Arrange for the order based on the number of pre-orders
 - \$1.95 per delivery (plus tip) or we can pick up for free
 - 1 week notice

- Vocelli's can provide plates and napkins - they did not provide enough so ask for more!
 - Mix of dressings on the side
 - Will have warming bags, 5:30pm for pick up
 - Sudip is the name of the manager that I spoke with.
- In 2018, PTA provided plates, napkins, and a dessert ("please provide your own drinks")
 - This year, we can check if plates/napkins will be provided by pizza place and ask for more because in 2022 they didn't give us enough!
 - Yes, Vocelli's can provide plates and napkins
 - And we could provide a snack to each attendee
 - To be donated by Maria's boss - The Mathieu Group of Compass
- Orders must be submitted at least 1 week prior to event
 - In 2018, the PTA charged:
 - \$9 - 14" cheese pizza (8 slices)
 - \$10 - 14" one topping pizza (8 slices)
 - \$6 - garden salad
 - Should it be \$7 this year? - yes
- Tickets - have been \$1 in the past (for children and adults) CASH, CHECK, MEMBERHUB
 - For 2022: Will ask for \$2 tickets for all who attend and we will accept CASH, CHECK and MEMBERHUB - has fees but might be better to have options for people who want to order Vocellis..Jane talked with Andrea Muirhead and she suggested \$2 for everyone who comes.
- *** We emailed all the families who paid cash/check and told them we received their payment! Next year we should explain that we aren't sending out actual tickets but that their payment reserves their spot and checking in gets them their bingo stuff and food.
- Budget to hold event: \$800
- For 2023 it's \$738
- Supplies
 - Bingo Set - In PTA closet (E6) - MISSING A BALLLLLLLLLL
 - Microphone and speaker - In PTA closet - check ahead of time how to set up
 - Ms. Foster offered that we can use her speakers - she came at the end and cleaned them up!
 - Extension cord - the school had one that Mrs. Foster and Linda used to set up speakers
 - Registration list - Meg created sheet with Memberhub file and Jane manually entered paper flier/cash/check orders ***PRINT this FOR TABLE at sign in. Having just one of these made check in tricky so we thought it would be better to split the alphabetized list down the middle and have A-L on one side and M-Z on the other (or whatever split makes sense)

- Bingo Cards - currently have 120 packs of 25 sheets, 216 packs of 15 sheets, and 457 packs of 15 each that are already cut and stapled
 - Ask Andrea Muirhead how many Bingo Games are usually played: 7 to 10 games but with more people we may have winners shouting bingo quicker and there will be more multiple winners so we got more prizes to account for this! Left over prizes will go to May Day fun!
- Stampers? - currently have 39 stampers - will add 9 of them as prize options and the other 30 we will offer as a prize for the first 30 bingo players who arrive on bingo night! We used all of these!
- Jane purchased box of 400 crayons for the event for kids to use to mark off bingo numbers
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- Prizes
 - Ask Andrea Muirhead how many prizes we should need: for 170ish people Andrea said 15 to 20 prizes so we more than doubled it to 50+ prizes for 300ish people. Some prizes are smaller so kids can pick 2 of those and then for the bigger prizes they can pick 1. We will have 2 prize tables (table #1 bigger/pick 1 prizes and table #2 smaller/pick 2 prizes). We decided to keep it the same as 2019, so all games are created equally - kids who win any bingo game can pick from one of the two tables. We didn't have prizes left at the end because someone told the kids it was ok to storm the prize table :)
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 - Check PTA closet (B3, P1, E4, F4, G1) - Jane has them at home and combined all smaller non-bingo prizes into G1 - May Day prize box
 - First aid kit from closet
- Trash Can (from school) - maybe we need 3 of them given how many people?
- Tables (from school) - 10 total
- Make signs for (2) check in/bingo, (2) pizza, (2) snacks with realtor info, (2) prize tables
- 2 check in/registration tables
- 2 pizza tables
- 2 snack tables - Sign to advertise real estate agent who donated snacks
- 2 tables for bingo - speakers sit on the ground
- 2 tables for prizes
- Gift cards for teacher bingo callers as well as pizza and snacks for teachers - they said this was over the top and one of them would have been enough.
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- Bingo Callers
 - In the past, sometimes teachers have been Bingo Callers - Mr. Notari said this is a great idea and many teachers have told me they love this tradition. **Jane sent out email via Ms. Kennedy and once we got 5 teachers I emailed them separately to see if they had preferences for calling times. See below!**

- If they happen to volunteer, then we can give a \$10 gift card as a thank you and buy them pizza for dinner!
 - 6:30pm - 6:48pm Beth Shoff
 - 6:48pm - 7:06pm Jeanne Deboy
 - Invite next 5 people to volunteer
 - 7:06pm - 7:24pm Tolly Peddicord
 - 7:24pm - 7:42pm Phaedra Larner
 - Invite next 5 people to volunteer
 - 7:42pm- 8:00pm Tina Harkness
 - The order might change depending on their requests.
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 - Or this could be done by PTA Volunteers
- Volunteers
 - Set-up - Meg emailed Dan a week prior and he connected us to Mr. Paul and Sully
 - Table for Bingo Set -1 people to set up
 - Microphone and speakers - same 1 people to set up
 - White board, easels, sharpies and dry erase markers - Mrs Peddicord set these up for us outside of her room. We added paper from the PTA closet to the easels with foam board and binder clips.
 - Pizza pick up before event - 1 person (depends how many pizza orders)
 - Tables for Pizza - 1 person to give out pizzas
 - 1 person to give our salads/napkins/plates
 - Tables for snacks - 1 person to give out snack/water/sweet treat bag/bingo card and crayon- all in 1 bag
 - Prize table 1 person
 - Sign-in (84 people)
 - Print spreadsheet for check in (1 person),, pizza (1 person), salad and plates/napkins (1 person) and bingo/snack bags (1 person)
 - Give dauber to first 30 bingo players
 - 3 people to write the numbers that have been called on a big white board ready to walk around and check the cards of people who call Bingo
 - 1 person to monitor the SJLES door to remind kids to go to the bathroom and come right back.
 - 3 people to write the numbers that have been called on a big white board ready to walk around and check the cards of people who call Bingo
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 - EMAIL TO VOLUNTEERS - because we had 19 volunteers we made a schedule to rotate 3 times to make sure everyone got to help.

Hello Volunteers!

Thank you for volunteering to help at Bingo Night! After everyone arrives and gets settled, bingo games will be from about 6:30-8:00 pm. During that time, we'll have about 30 minute volunteer slots to either be:

1. Bingo number writers - These 3 people will write the Bingo numbers as they are called. There will be a big board at the front and 2 on the sides so people can reference what numbers have been called. When a player calls that they have Bingo, these volunteers can also go and check the card to make sure.
2. Prize table attendant - this person can show the winners their prize options. Because some of the prizes are slightly bigger than others, Bingo winners can choose to pick one prize from one table or two prizes from a second table.
3. Door helper - Since we have access to the SJLES bathrooms, we will need someone to stand at the SJLES door to monitor people going in and coming out. We want to remind kids that they can just use the bathroom and come right back out to bingo!

At 6:30, we'll start with 5 people filling these roles. After about 30 minutes, we'll switch to the next set of 5 volunteers, and then we'll switch again around 7:30. When it is time to switch we'll make an announcement.

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- Clean up helpers (4?) - do we need to put tables inside since it is a friday night?
- Clean up! 8:00pm to 8:29pm!

Past Info

- Buy your own pizza
- Date April 2, 2020 6:30-8:30
- "Come join the fun on Bingo Night! Set-up and snack-bar guru's needed. "
- Sign up Genius Slots:
 - 2 slots: set-up 6:00-6:30
 - 2 slots: Check-in 6:15-7:00
 - 4 total slots: Snack Table, 2 for 6:30-7:30, 2 for 7:30-8:30
 - 2 slots: Clean-up 8:30-9:00
- "Come help us make the annual SJLES BINGO night a success! Doors open at 6:30pm and the games will begin at 7pm. We only need a few volunteers to help us throughout the night, so come help while your kids enjoy the games."