

Set-Up: (about 5:45)

- Take out the Bingo Machine in far left closet, (the door is locked) (Barbara & Rene will do this for you each week)
- Move the machine out onto the floor – place it under the caller's board
- We have a Surge Protector that we plug everything into, just in case of storms, that is stored in the cabinet on the left hand side of the machine.
- Plug the electrical cord for the Bingo Machine into the Surge Protector and plug the Surge Protector in the strip on the table by the television
- The phone cable on the wall in the middle closet that goes into the cabinet on the console on the left hand side in the bottom slot
- There is a light in the cabinet in case you needs to see in there, the switch is on the inside left side of the cabinet
- Plug the Bingo Board into the wall inside the middle closet
- Get the wireless microphones out of the far left closet and leave them on the table of the people are calling back the bingos
- Get the regular microphone out with the stand and then turn on the speaker system, test the microphones to make sure they are working properly.

SETTING UP THE CASHIERS (5:30-5:45)

- In the pantry there is a white cabinet, that is where we keep out supplies for Bingo this cabinet is kept locked at all times
- Take the Money Box out (the money box is empty of cash) we just use it for storage of free admissions and other administrative things
- Take the daubers out
- Take about 4-5 packages of game packs
- Take the game sample sheets out
- Entrance Tickets (rip in strips of 10 for easy attendance counting) each person received 1 ticket **(the cashiers can do this)**
- Leave the cash box on the table in the conference room along with the packages of game packs
- The daubers are out in the ballroom for sale for the players (\$1.00)

SETTING UP THE WTA (Winner Take Call Cards)

Take the CRANE LAKES SPECIAL sheets (individual red sheets) out of the closet with a container (bucket) for money. These cards are sold 2 for \$1.00. The person handling this assignment **(Mel)** will sell all tickets, tally up the ticket sales in total dollar amount and give to the Bingo Co-Chair. In this game we give out \$250, for the Jackpot and break the rest into \$50 games, if there a small amount left, you can put that in a carryover envelope for the next week. since it is a special WTA where everything collected will go to the players. We do not round up for this game.

These sheet are kept in the closet with a container (bucket) for storage.

PULL TABS

These Pull Tabs are sold for \$1 each. Players may buy as many as they want.

This game is held right after intermission and the prize money is up to \$250.00. The rest of the money is put back in the Bingo Petty Cash to help pay for supplies.

There are 2 people in charge of handling these.

Try to put \$10-\$20.00 into Petty Cash to start. Then count the money out as follows:

Start with:

\$300.00 = \$30 for 10 regular games

\$400.00 = \$40 for 10 regular games

\$500.00 = \$50 for 10 regular games

The remainder of money collected will be for the 2 Jackpots. (Usually the 1st is about \$150 and the 2nd about \$200) You will have to judge the payouts by the number of people who are attending.

Petty Cash – put the \$10-20 into that one.

King & Queen – has \$22 – the king and queen get paid at the end of the evening

BINGO GAMES

- Each week we have a total of 10 regular games
- 2 Jackpots
- 1 CL Special Winner

When each game is played, if there is more than 1 winner, we will divide the money up evenly between the winners. For example, if that game is a \$25.00 game each person would receive \$12.50 – however – we round up to the next dollar to give each player \$13.00. The extra \$1.00 will be taken out of Petty Cash.

Except for the CL Special – that does not get rounded up.

King & Queen: The first man and woman who Bingo's first with no other winners is the King and Queen for the night. The number that they Bingo on is their "Lucky" number and every time it is called throughout the night, the King or Queen will receive \$1.00 for each time it is called.

Before Bingo begins, we have a person verify that all of the balls are accounted for.

When someone yells Bingo, that caller then turns off the machine and waits about 20-25 seconds and asked if there are any more winners, then states that that game is closed pending verification of that game, and a volunteer will call back the winning numbers to be verified. Bingo's, if no one answers, the game is then Closed until verification of the bingo. If that Bingo was an error, the game will continue on until a winner is then verified. We cannot accept any Bingo's after the game has been closed. It is up to the players to make sure that they yell Bingo loud enough to be heard.

We do not honor any later Bingos.

At the end of the evening, the microphones and the machine into the closet and cover it, double check that the door is locked after you close it. And return all cords and the main microphone into the middle closet, unplug the Bingo Board and wind the phone cord up.

Double check to make sure that all of the Bingo supplies, etc. are put back in the cabinet in the pantry and make sure the cabinet is locked and the door is locked.

Double check that the hall is clean, all chairs are pushed in and all trash has been collected and turn off all lights.

KITCHEN DUTIES

Bingo players will bring snacks if they want. They just need to remember to clean up after themselves.

ALL BINGO SUPPLIES, PAPER PRODUCTS AND DAUBERS ARE BOUGHT FROM ATLANTIC BINGO SUPPLIES.

The Bingo Report is compiled weekly by using the Prize List and transferring the actual monies received and paid out into the current Quarter Bingo Report. This report also shows the following for each week. Date, monies taken in, monies paid out, Progressive Jackpot paid out, King & Queen Paid Out, Expenses Paid, Total Paid Out and Net Cash.

