

VHA BINGO Instructions

Updated May 29, 2023

Coordinator Responsibilities

- Contact Recreation Centers **Recreation Leader** for room setup – 3 weeks prior to event
- Contact Volunteers for availability 2 weeks prior to event
- Assign Volunteer positions for event, draft email send out 1 week prior to event
- Get Supplies/Cash Boxes ready 3 days prior to event
- Keep Spreadsheet up to date with volunteers and profits
- Oversee event
- Email “Thank you” to Volunteers

Bingo Documents /Signs

- **Planning Instructions – Word & PDF**
- **Bingo Roster / Attendance / Cash – Excel (See Attachment #1)**
- **Signs:**
 - 2 - Entrance signs in acrylic stands
 - 1 - Laminated signs for ticket sales at entrance as reference
 - 1 - Acrylic stand with sign for each table, Paid Boards, Extra Boards, 50/50 and Special Game

Bingo Volunteers

- **Emcee (Volunteer/VHA Officer)**
- **Bingo Coordinator:** Make sure everyone understands their role, separates money into cash boxes per Excel spreadsheet ahead of event, monitors and helps where needed
- **Caller:** 1 volunteer to work Bingo laptop. *(If manual Bingo, 2 volunteers, 1 – Caller and 1 Assistant to place Bingo balls in tray)*
- **Verifiers:** 1 or 2 volunteers to call out Bingo Numbers for verification of win and pay winner
- **Ticket sales:** 2 - volunteers
 - One volunteer – Collecting cash @ \$10 for 2 Bingo boards
 - One volunteer - Hand out ticket and for VHA members presenting current VHA membership card hand out an extra board
- **Paid Bingo Boards:** 2 volunteers - Collect tickets & give 2 boards *(Collect tickets in basket to count to reconcile with door profits - Discard tickets)*
- **Extra Boards:** 2 volunteers - Sell extra boards for \$1 each
- **50/50 Sales:** 2 volunteers (1 ticket = \$2; 4 tickets = \$5; 10 tickets = \$10)
- **Special Game (13th) Sales:** \$1 per game use disposable paper bingo sheets

Recreation Center - Equipment and Room Set Up

- Large screen / Projector / HDMI Cable
- 2-3 microphones: 1 for Caller; 1-2 for verifiers
- Bingo Boards: Request 750 – 800 for theater room. (Rec center will need to request from other centers)
- Table with chair for laptop (or Bingo wheel with balls) for Caller. **Note:** Two chairs if using the bingo wheel to accommodate an assistant to place balls for the Caller
- 6 ft Tables for:
 - 2 - Entry/Selling cards with 2 chairs and box of bingo boards for one extra to VHA members presenting a current membership card
 - 5 – Across back of room for Paid Boards, Extra Boards, 50/50, Special Game and one for staff usage
 - 1 – Water on Card table or Cart
 - Maximum # tables & chairs for guests (Max is 210, except for La Hacienda)

VHA Supplies

- Laptop with Bingo software
- Tickets: Entrance (single ticket) AND 50/50 (Double tickets)
- Membership applications
- 4 Cash boxes (Entrance - Extra boards - 50/50 and 13th game)
- Baskets – one for Entrance tickets; one for 50/50 tickets
- Signs – See above “Bingo Documents / Signs”
- Optional if available: Disposable bingo cards and bingo markers – Used when bingo boards sell out OR 13th game option. (Note: Disposable pack of 25 sheets)

Cash for cash boxes

- See separate Excel spreadsheet for cash amounts and to record event profit
- VHA Treasurer will obtain cash for the cash boxes and deposit money after event
- Bingo Coordinator will prepare cash for the boxes

Emcee - Script

- Welcomes everyone to Bingo
- This Villages Homeowners Advocates event supports the VHA, the VHA Foundation Committee and VHA Helping Hands
- 50/50 tickets are available and the 50/50 drawing will be held during the break
- No Split Pots – payment to winners will occur after all winners have been verified at the end of a game
- There will be a 10-15 minute break after game #6
- During the break will be the last chance to purchase 50/50 tickets
- The 50/50 drawing will be Conducted right after the break
- There is a Special Game played on Blue Paper Sheets, that are \$1 each and the prize for that game is \$100, it is the last game of the evening, you can choose to not play and leave after all games have been played on the boards

Caller

- Login into VHA laptop (password VHABingo)
- Double click the Bingo icon on the desktop to open game.

Before Each Game

- Explain the game being played
- Announce the amount of the prize

After Each Game

- Listen to numbers called by Verifier
- Verify it is a good Bingo, check for others, repeat if more Bingos
- After all Bingos have been verified, announce “The Game is Closed”

Before the 12th Game

- This is the “last game” using the boards
- Announce the amount of the prize
- Ask guests after the game is over, too turn over boards and stack by Recreation Center and pass to the end of the table for volunteers to pick up
- Announce the date, time and location of the next VHA Bingo
- Thank everyone for attending – as some will leave and not play Special Game

Before the Special Game

- This is the “last game of the night” this game is played on the Blue Paper Sheets
- Explain the game being played
- Announce the amount of the prize
- Verify it is a good Bingo, check for others, repeat if more Bingos
- After all Bingos have been verified, announce “The Game is Closed”
- Thank everyone for attending

Note: More complex Bingo patterns = less split pots.

Bingo Software Instructions

- See Separate Document

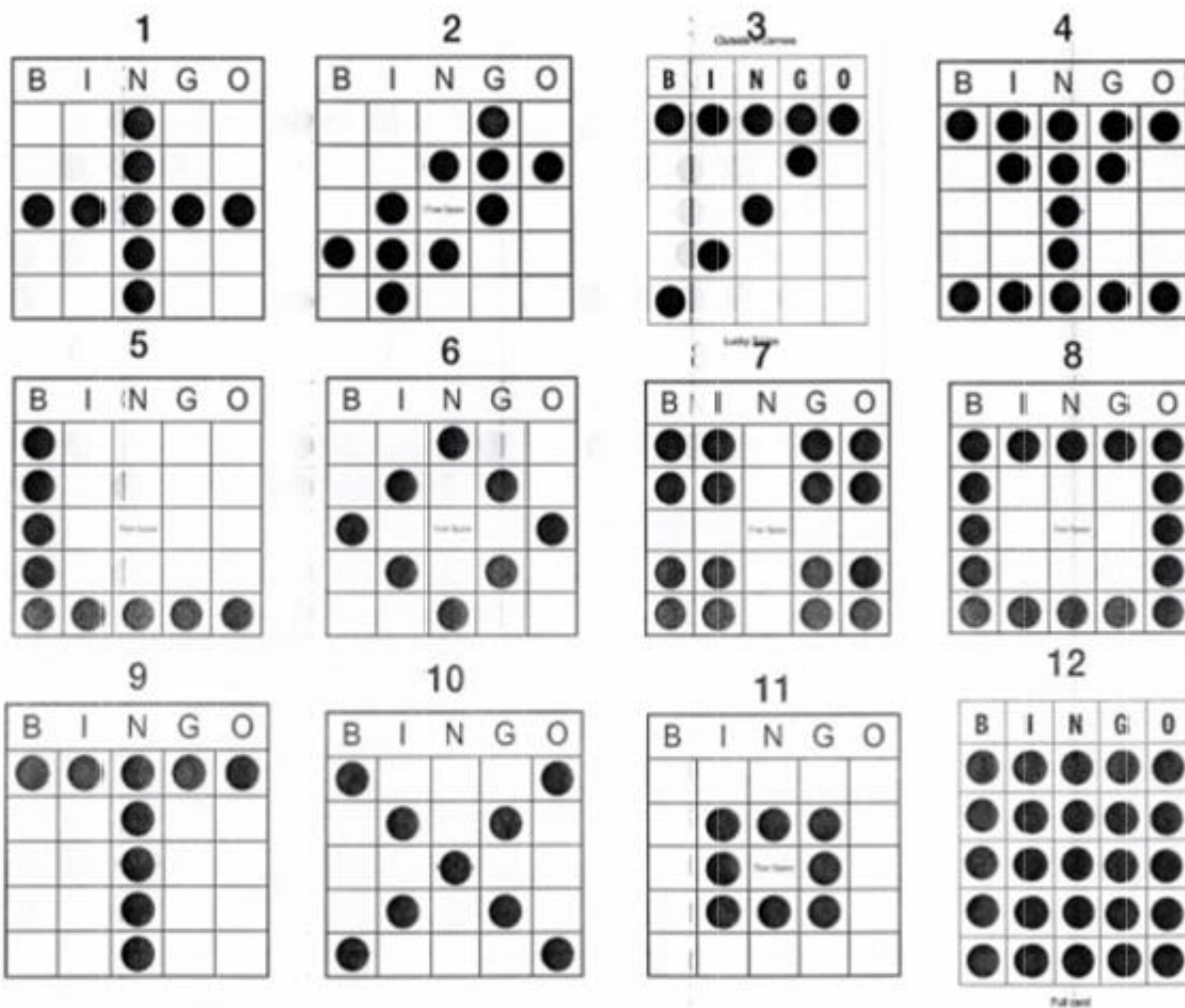
ATTACHMENT #1 – EXCEL SPREADSHEET

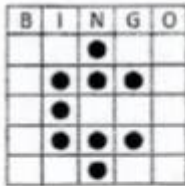
VHA Bingo - March 23rd Rohan (Thursday)							
Denomination	\$20	\$10	\$5	\$1	Cash Box Start	Cash Box End	Profit
Entrance Door - \$10		20			\$200	\$0	(\$200)
Extra Boards - \$1 each		5	10	50	\$150	\$0	(\$150)
50/50		5	10	50	\$150	\$0	(\$150)
Prize Money	20		20		\$500		\$0
Special Game - \$1 a Board			4	30	\$50	-\$100	(\$150)
TOTALS	\$400	\$300	\$200	\$100	\$1,050		(\$650)
GAMES							
		# WINNERS		TIME TO PLAY			
1 - Straight Bingo	\$25		\$0			50/50 Payout	
2 - Block of 9	\$25		\$0			Payout #1	\$0.00
3 - Double Bingo	\$25		\$0			Payout #2	\$0.00
4 - Crazy Letter T	\$25		\$0			Payout #3	\$0.00
5 - Straigh Line/4 Corners	\$25		\$0			Payout #4	\$0.00
6 - Straight Line	\$25		\$0			Payout #5	\$0.00
7 - Postage Stamp & Zip Code	\$25		\$0			Payout #6	\$0.00
8 - Large Plus Sign	\$25		\$0				\$0.00
9 - White Diamond	\$25		\$0				
10 - Small Picture Frame	\$25		\$0			1 Tckt - \$2	
11 - 1 Vertical & 1 Horizontal	\$25		\$0			4 Tckts - \$5	
12 - Full Board	\$50		\$0			10 Tckts - \$10	
TOTAL PAYOUT	\$325	0	\$0				
				END			
SPECIAL GAME							
		# WINNERS		TIME TO PLAY			
GAME 13 - Lucky #7	\$100		\$100				
\$ Taken IN	\$0.00						
\$ Paid Out	\$100.00						
\$ Made	-\$100.00						

Bingo Using Wheel and Tray (Manual)

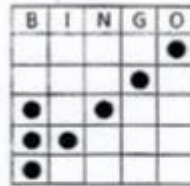
Caller and Assistant

- Prepare handout of Bingo patterns in advance of the event to distribute to players.
- Caller announces the pattern for the game.
- Assistant places Bingo balls into tray after the number called to assist the caller and increase speed of play.
- Assistant may remove unnecessary balls that fall to help Caller grab for next ball needed for the pattern.
- After game has been verified and Caller announces "The Game is Closed." Caller and Assistant clear tray placing balls back into the wheel.

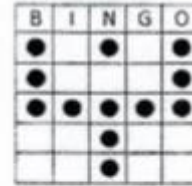




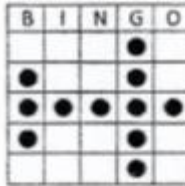
Cents



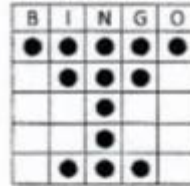
Checkmark



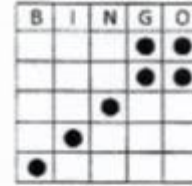
Field Goal



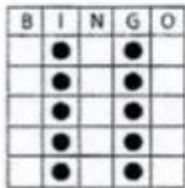
Airplane



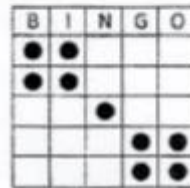
Champagne Glass



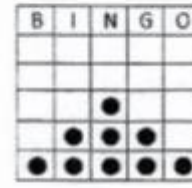
Kite



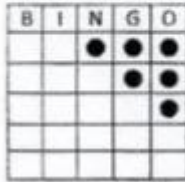
Railroad Tracks



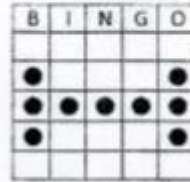
Bow Tie



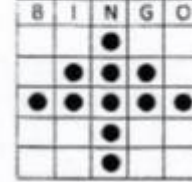
Pyramid



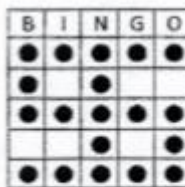
Arrowhead



Barbell



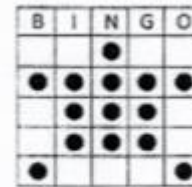
Tree



Dollar Sign



Empty
Champagne Glass



Turtle