# FAMILY BINGO NIGHT

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| **Process Owner** | J Kirkpatrick | **Date Published** | 15/12/2021 |
| **Revision Number** | - | **Due for Review** | 14/12/2022 |
| **Purpose of Process** | To allow for anyone to arrange and organize a family bingo night for the Parents/Carers of St Edwards without the need of panic. | | |
| **Key Information** | Utilise the website for ticket sales and volunteer sign up. Kim Grieg is a key contact with church arrangements.  Doors will open at 6pm, first game will start at 6.30pm and will finish at 8pm.  Tickets will be priced at £10 for a team of 4 people or £3 individual tickets. Boards and daubers will be £1 and can be bought on the night.  Pre-order food and drink  Pre-purchase extra boards and daubers  Pre-purchase raffle tickets | | |
| **When to start this process** | At the start of the school year Mrs M will advise a couple suitable date(s) for this event to be held on. As soon as possible contact the parish office (by email or by phone) to confirm which of those possible date(s) the hall is available on.  Parish Office Tel: 01753 865163 Email: [parishoffice@catholicwindsor.org](mailto:parishoffice@catholicwindsor.org)  Complete the Parish Centre Booking Request Form [click here](file:///C:\Users\jkp1\OneDrive\Desktop\Parish%20Centre%20Booking%20Request%20Form.docx)  **Advertising Event**  Once the date is confirmed,   1. Email the office to ask for the event to be published on the school calendar. 2. Email Annalise and ask for an events poster and website banner to be designed or use Canva or postermywall to design your poster and banner (remember to save for future events) 3. Once poster and website banner is ready, have the event and volunteer request to be published on the Friend’s website.   Nearer the event,   1. Email the Parish Office and ask for the event to be mentioned in the weekly newsletter. 2. Ask for Mrs M to include this event in the newsletter. 3. Arrange for the ticket sales and food pre-orders to be published on the website. 4. Email the office and ask for an email to be sent out to all parents/carers. 5. Message all Class Reps and ask them to send a message out on all FB/WhatsApp groups to parents. 6. Put up event posters/signage around school the week before the event. 7. if a poster can be put up in St Edwards and St Marks place one in the notice boards | | |
| **Arrangements Prior to Event** | Pre-event:   1. Bingo Caller – *Kim’s husband Ryan volunteered* 2. Volunteers – *how many and where?* 3. Equipment – *Check in the storage container before ordering*   \*Bingo cage  \*Bingo cards  \*Markers/dabbers  \*Team name cards and stands   1. Bingo Prizes 2. Raffle   \*Raffle Tickets  \*Raffle Drum  \*Prizes   1. Business Advertising 2. Refreshments   \*Bar  \*Temporary Events Licence  \*Tea/Coffee  \*Non-Alcoholic   1. Food – Adults   \*Meat option  \*Vegetarian option  \*Samosas   1. Food – Children   \*Slice of pizza or Hotdog   1. Card machine 2. Float for on the night sales 3. Food – Tuck Shop   \*Crisps  \*Popcorn  \*Sweets  \*Fruit Shoots  \*Donuts  \**=suggestions* | | |
| **Arrangements On The Event** | Arrangements on the night:   1. Tables and chairs 2. Callers Table 3. Set up PA system and projector 4. Open up Kitchen for food and refreshments 5. Set up Tuck Shop 6. Set up and test background music 7. Raffle Table 8. Photographer for publicity photos 9. Set up entrance table   \*Raffle -Spare raffle tickets, 50/50 bucket, prize board  \*Bingo Shop – Boards, Daubers  \*Card machine  \**=suggestions* | | |
| **Arrangements Post Event** | Post-event:   1. Tidy up and sweep the hall (all cleaning stuff is in the side room cupboard) 2. Make sure any children of volunteers get ‘first dibs’ on left over sweets or merch (cards/daubers) 3. Count the takings (with a second person), record this on a cash flow sheet and event leader to deposit money in bank or nominate person to do this on their behalf. Advise Treasurer of decision to make them aware of who’s responsible for the money to be deposited. 4. Thank ALL the volunteers for their help (sounds simple but so important and can easily be forgotten by the volunteers if not done straight away) 5. Advertise the events success with a gallery of pictures but also how much was raised by:   \*Through the school office as an email to all parents/carers.  \*Through the parish centre as a notice in the church newsletter.  \*Through the class reps as an announcement via the FB and Whatsapp groups.  And, finally…enjoy this moment, pat yourself on the back…YOU DID IT!! | | |
| **Event Resources** | Poster  Count down advert  Banner  Announcement via class reps | | |

Affirmation by the **Committee** that all class reps have seen and agreed to this process.

Jen Kirkpatrick

Chair

Date:

**Signed** - - - - - - - - - - - - - - - - - - -