

Step-by-step: bingo

Great for: Everyone **Fun factor:** ★★★★★ **Effort:** ★★★★★ **£ potential:** ★★★★★

A charismatic caller, rhyming numbers and 'eyes down folks!'. A bingo event, either for children or families, is quite simple to put on and can be a great way to raise money for your association.

Step-by-step

1. **Two months before:** Agree the date and book the hall. Speak to the school to agree a date for the mufti day for donations of prizes, if necessary. If serving food, choose a supplier and check prices with them to decide what you want to charge parents.
2. **Four to five weeks before:** Send out letters and booking forms (for tickets and food) in pupils' book bags or via email. Post the event on your PTA's Facebook page if you have one. Order bingo books and dabbers in bulk - find suppliers in our directory at pta.co.uk/supplier-search.
3. **Two to three weeks before:** Send out a request to parents and local businesses for prize donations. Post reminders on Facebook as the date gets nearer. Ensure you have enough helpers, collect donations and sort out prizes. Check you have all the equipment you need - a PA system is a useful way to make sure numbers are heard above the noise of the crowd!
4. **One week before:** Prepare your prizes, labelling them up into categories such as 'one line' or 'full house'. Buy cups and refreshments. Ensure you have enough people to set up tables and chairs, serve refreshments and to help clear away. If serving food, contact your supplier to confirm your order and the delivery arrangements on the night. Order change for floats from the bank.
5. **On the day:** Collect floats from the bank. Arrive early to set up tables and chairs and prepare the bar or heat up the tea urn. Set up the bingo calling system, PA equipment, etc.
6. **After the event:** Have a post-event debrief to discuss what worked well and what may need tweaking for next time. Thank your volunteers after the event and ask for feedback. Give details about how much the event raised and how this will be spent.

Tips and advice

Licensing: You don't need a gambling licence for a fundraising bingo event as it falls under the terms of 'non-commercial prize gaming'. Admission charges mustn't exceed £8 per person and prizes must not exceed £600. Go to gamblingcommission.gov.uk for more details. If selling or supplying alcohol, you will need a TEN (England and Wales). Submit an application to your local council at least ten days before your event. If planning a music

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bingo event, i.e. through Rock and Roll Bingo (rockandrollbingo.co.uk), you will need PRS for Music and PPL licences - check with the school to see if their licences cover you for events held on school premises.

Prizes: Hold a mufti day where children bring in a prize in exchange for being able to wear their own clothes. Ask local businesses and supermarkets for donations to boost the prizes on offer or request a prize for a raffle to be held on the night. Have a big prize for 'house' and smaller ones for a line, for each game.

Boost profits: Select some of the better prize donations and use them in a raffle. Sell tickets on the door and in the interval, drawing winners at the end of the evening. What food and refreshments are you going to offer? Soft drinks or a licensed bar? Snacks or a hot meal? Including food in the ticket price means you can charge slightly more. If providing a full meal, take orders in advance via forms in book bags. Ask around local businesses to see if they can do you a deal in exchange for advertising at the event. If you're approaching companies with raffle prize requests, see if they would also like to sponsor a bingo game, announcing them at the start of that round!

Equipment: Consider whether you're going to go down the traditional route of a cage and numbered balls, or go high-tech with a bingo caller app or digital machine. You may not have a cage handy, but could anyone on your committee download a free caller app onto their laptop? Or can you borrow equipment from another PTA or community groups such as Rotary or Lions Clubs? Bingo cards and dabbers can be bought in bulk online. Find bingo equipment suppliers in our directory at pta.co.uk/supplier-search.

Theme it: Upcoming spring celebrations include Valentine's Day and Easter, so why not theme your event accordingly? Think about the décor and prizes, as well as themed interval games.

Charging: Are you going to charge for the whole night, or game by game? Will food be included in the price? Most PTAs charge around £1 for four games, or £5 entry per family, which includes eight games as well as a snack and soft drinks.

Timings: Allow 15-20 minutes to play each full-house game, which includes time to award a separate prize for a line.

Rhyming calls: Calls can vary by region. Remember to call numbers out like a pro: 'six and three, sixty-three!' See overleaf for inspiration.

Bingo rhyming calls

CALL	NUMBER
1	Kelly's eye
2	One little duck
3	Cup of tea
4	Knock at the door
5	Man alive
6	Tom's tricks
7	Lucky
8	Garden gate
9	Doctor's orders
10	Tony's den
11	Legs eleven
12	One dozen
13	Unlucky for some
14	Valentine's Day
15	Young and keen
16	Sweet sixteen
17	Dancing Queen
18	Coming of age
19	Goodbye teens
20	One score
21	Key of the door
22	Two little ducks
23	Thee and me
24	Two dozen
25	Duck and dive
26	Pick and mix
27	Gateway to heaven
28	In a state
29	Rise and shine
30	Dirty Gertie

CALL	NUMBER
31	Get up and run
32	Buckle my shoe
33	Dirty knee
34	Ask for more
35	Jump and jive
36	Three dozen
37	More than eleven
38	Christmas cake
39	Steps
40	Naughty forty
41	Time for fun
42	Winnie the Pooh
43	Down on your knees
44	Droopy drawers
45	Halfway there
46	Up to tricks
47	Four and seven
48	Four dozen
49	PC
50	Half a century
51	Tweak of the thumb
52	Deck of cards
53	Stuck in the tree
54	Clean the floor
55	Snakes alive
56	Was she worth it
57	Heinz varieties
58	Make them wait
59	Brighton line
60	Five dozen

CALL	NUMBER
61	Bakers bun
62	Tickety-boo
63	Tickle me
64	Red raw
65	Old age pension
66	Clickety click
67	Made in Heaven
68	Saving Grace
69	Either way up
70	Three score & 10
71	Bang on the drum
72	Six dozen
73	Queen bee
74	Candy store
75	Strive & strive
76	Trombones
77	Sunset Strip
78	Heaven's gate
79	One more time
80	Eight & blank
81	Stop & run
82	Straight on through
83	Time for tea
84	Seven dozen
85	Staying alive
86	Between the sticks
87	Torquay in Devon
88	Two fat ladies
89	Nearly there
90	Top of the shop