How to Host a Successful BINGO Night
Getting Started

- **Licensing Regulations**
  Contact your state’s lottery division. Some states leave BINGO unregulated but other require forms to be filled out. Your school may already have information about this so don’t be afraid to ask.

- **Determine Attendance**
  Find a similar event held at your school and find out the attendance. It’s hard to estimate so you may want to have a sign up on your school’s website to get a better number. This will help you when buying BINGO supplies and planning for food and prizes.
BINGO Supplies

There are so many BINGO supplies out there it can be overwhelming. Decide beforehand what your budget is and find some ways to save. If you’re planning to make BINGO an annual event, you might want to invest in a console with everything you need. Otherwise, it’s smart to borrow equipment or rent. You’ll need the following supplies to get started.

- **BINGO books**
- **daubers (or crayons!)**
- **raffle tickets**
- **large dry erase board to put called numbers on**
- **metal BINGO cage**
- **plastic BINGO balls**
- **microphone/sound system**
Building Your BINGO Program

★ Decide on BINGO books and admission
There are many types of BINGO sheets to purchase. If you plan on doing a BINGO night every year, you may want to invest in reusable cards and plastic markers. However, if you’re not ready to invest in those, you can purchase disposable cards for about $8 per 250 games. Also, daubers are popular and fun for the kids to use but crayons work just as well and are very cost effective.

★ Raffles
It’s a great idea to have a raffle to raise money and keep the evening moving along. You can include one ticket with the price of admission then have a friendly volunteer move around with a basket selling more chances to win. Ask for donations from your corporate sponsors or local businesses—make them good! Check with state laws because raffles are often more regulated than the BINGO itself.
BINGO Callers
Try to find callers who are confident with a loud, clear voice. Families love to see the Principal, Vice Principal or favorite teachers on stage. You can separate the evening into several games, with different callers for each. Go over the program with the callers beforehand and set a pace for the game. We recommend calling a number every 20 seconds. This can change depending on the number of cards you allow to be played at once and on your audience. Kids may need a little more time between numbers called but they’ll also have their families helping them. Some BINGO kits include a timer to help the callers stay on track.

Types of Prizes
You can do many combinations of prizes for games. Reserve the quality, donated baskets for raffle prizes. For game prizes, collect smaller donated items or purchase bulk items from an online retailer. When someone wins a game, they can come choose a prize from the prize table. Even if parents win a game, they usually send their child up to select a prize. So, prizes can be kid-friendly and inexpensive. Then you can save gift cards and more valuable prizes for raffles.
**Concessions**
Your BINGO night will probably be in the evening during the week so it’s important to provide refreshments. Concessions should be a draw for your event, not a profit-maker. Pizza, drinks and cookies are always easy. You can usually get all of these items donated or at a very low price. You can build these concessions into the price of admission and then sell additional items for low cost.

**Advertise**
Make sure to advertise your event as much as possible. Add information to your website and keep families up-to-date on prize offerings. Use your website to collect money and RSVPs so you can better plan for attendance. Set aside part of your newsletter to build excitement. Use your site to ask for volunteers to sign up to help.

**After the Event**
Don’t forget to thank volunteers who helped put the whole thing together. Also thank families who participated and attended. Keep the school and families informed about how the event went and how much money you raised and for what purpose.