

# A guide to organising a bingo night

Bring your community together for a fun filled evening and host a bingo night to raise vital funds for Children's Hospice South West (CHSW). Every penny raised directly helps the babies, children and young people we support, and their families.

## 😊 Before your event

**Venue.** Choose a suitable venue, this could be a village hall, community centre, school, college, meeting room or at home. Try and source it for free so there's no additional costs. Choose somewhere that is easily accessible, has parking, seating and a kitchen if you plan to offer food and drink.

**Date.** Make sure the date is suitable for the time of year and doesn't clash with other events in the area. Give yourself enough time to organise and promote the event.

**Bingo Machine.** You will need this to call the numbers. Check if you can borrow one from your venue or ask a regular local bingo club.

**Bingo caller.** It is advisable that this person has used a bingo machine before, understands the rules and the game. Speak to your local bingo club for advice if needed.

**Prizes.** Try and get prizes donated - ask CHSW for a Letter of Authority so you can approach local businesses for prizes. You'll need line and house prizes for each game as well as consolation 'tray' prizes in case there is more than 1 winner. Value of prizes must not be more than £600 and cannot include money unless you have a special gambling license.

**Tickets.** It's a good idea to sell tickets in advance of your event which supporters can exchange for their bingo books on the evening. These tickets, including entry, must not cost more than £8. Alternatively sell the bingo books on arrival. Bingo books must be a set price for all persons taking part.

**Licences.** Check with your venue and local authority if your event needs any licences such as to sell alcohol, play music or for raffles.

**Health and Safety.** Please ensure you discuss health and safety and insurance requirements with your chosen venue.

## 😊 Playing bingo and the rules

- 😊 All players must be given the same bingo book. Ensure players are playing from the same coloured game sheet
- 😊 Each game sheet has numbers 1 to 90, mixed up across the sheet in 6 boxes of 15 numbers. The columns are in order of units, 10s, 20s, 30s...
- 😊 Each game should have a line and house prize. A full house means you mark off all 15 numbers within 1 box
- 😊 Players claim prizes by shouting "bingo", before the next number is called to stop the game. The last number called must be in the winning line or box
- 😊 The numbers on the winners' game sheets must be checked against those on the bingo machine before a prize is given. If the numbers do not match it is a false claim and the game continues
- 😊 If more than 1 person wins on the same game, ask both players to split a pack of cards. The player with the highest card wins the main prize and the other person wins a prize from "the tray"
- 😊 The bingo caller's decision is final.

## 😊 Promoting your event

There are lots of ways to spread the word about your event, here are a few ideas:

- 😊 Set up a Facebook event, share and ask followers to do the same. Remember to tag CHSW so we can see what you're up to and say thank you!
- 😊 Share your event into local Facebook groups to get the wider community engaged
- 😊 Create posters and flyers with the event details, and place them around your local town. There is a template at the end of this guide for you to use
- 😊 Ask family, friends and colleagues to come to the event and bring their friends along too
- 😊 Send your event details to your local newspaper and radio to help spread the word
- 😊 Add your event to your local 'What's on' guide
- 😊 You can find further fundraising materials and information about CHSW available to download on our website: [www.chsw.org.uk/tools](http://www.chsw.org.uk/tools)

## 😊 Boost your fundraising

- 😊 Organise a raffle - ask CHSW for a Letter of Authority so you can approach local businesses for prizes
- 😊 If your venue allows, set up a tuck shop and drinks station
- 😊 Double your money - ask your team of helpers if they work for a company that offers matched funding and if they do, ask them to apply to support your fundraising
- 😊 Think about getting your event sponsored by a local business, as this will help cover costs and help you raise more
- 😊 Ask family and friends who can't make the event to consider donating instead.

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## 😊 People and resources

You are likely to need a merry band of volunteers to help you on the night. Roles and equipment may include:

- 😊 Bingo caller, bingo machine and someone to organise the prizes
- 😊 People to meet and greet, and someone on the door to sell and take tickets or money
- 😊 People to sell raffle tickets to guests and draw the winning tickets
- 😊 Refreshment servers
- 😊 Someone to give out bingo books, dabbers or pens
- 😊 Pack of cards
- 😊 Think about what equipment you might need, for example a PA system and microphone
- 😊 We also have various CHSW branded items you can use, such as bunting, banners, collection tins and buckets - please ask CHSW in advance for any of these.

## 😊 During your event

- 😊 Arrive early to set everything up
- 😊 Ensure you explain the bingo rules before you start
- 😊 Give winners their prize before calling the next game
- 😊 Consider planning an interval to draw the raffle, and sell additional refreshments to boost your fundraising
- 😊 Plan a moment during the evening to say a few words about Children's Hospice South West, why you have chosen to support us, and if you know, announce how much you have or hope to raise. This is a great opportunity to thank everyone for their support. We can provide you with a few bullet points if you aren't sure of the right words to say about the charity.

## 😊 How your fundraising helps

By organising and hosting a bingo night, you will be helping Children's Hospice South West make the most of the lives of babies, children and young people with life-limiting conditions and their families. The funds you raise will help to support families now and in the future.

Each hospice is a loving and caring place, where every member of every family who stays can forget their worries for a while, be a family again and receive expert care and support with facing an uncertain future.

## 😊 After the event

- 😊 Pay all donations to Children's Hospice South West as soon as you can. You can do this online, send a cheque in the post or take cash to your local hospice
- 😊 Return any supporter items to the hospice like collection tins or buckets
- 😊 We will send you a thank you letter and certificate so you can let guests and volunteers know how much they helped you to raise, this is a great way to thank them again!

## 😊 Here to support you

Our Fundraising Teams are on hand to support you, simply contact your local CHSW hospice.

### Little Bridge House

Redlands Road, Fremington, Barnstaple,  
Devon EX31 2PZ ☎ 01271 325 270  
lbh-fundraisingteam@chsw.org.uk

### Charlton Farm

Charlton Drive, Wraxall, North Somerset  
BS48 1PE ☎ 01275 866 600  
fundraisingteameast@chsw.org.uk

### Little Harbour

Porthpean Road, Porthpean, St Austell,  
Cornwall PL26 6AZ ☎ 01726 871 800  
reception.lh@chsw.org.uk



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[www.chsw.org.uk](http://www.chsw.org.uk)

Registered Charity No. 1003314





# Raise a smile fundraising event



for

## Children's Hospice South West

Event



Where



When



Contact

