



Muir Lake Community League

Job Description – MLCL Bingo Coordinator

Position Title	MLCL Auxiliary Officer (non-voting position)
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No experience required.

Instructions for MLCL Bingo Coordinator

- Once dates are selected at the AGM, apply for Bingo license (Sample at the end of manual).
- Check list provided to ensure you have covered all step required to run a successful event.
- Create the Volunteer Sign up for the Bingo, (details instructions for Volunteer Signup are in the Google Shared Drive)
- Reach out to volunteers and confirm the main 6 volunteers required to run a Bingo: Bingo Caller/Assistant, Cashier, Paper Controller, Bonanza Controller, Bonanza Seller/Callbacks
- Once confirmed, send events detail to the events coordinator to start advertising the event across all media streams.
- Send out a donation letter to the groceries stores in order to get a discount or donation of hams and turkeys. If not possible, purchase 10 - Hams about 7lbs each/11 - Turkeys about 10lbs each – (\$25 each) Also request 21 bag to send the turkeys' home. Two extra turkey is purchased for a random draw for the volunteers that participate in the Bingo. (Store Frozen Turkeys and/or Ham in the freezer)
- Confirm Bingo supplies; Bingo cards, Bingo Daubers, etc. Ensure Bingo cards are cut into 3, 6, & 9 sheets prior to Bingo Night. If required order more from Arrow Games. (Need at least 1 full box per Bingo)
- Confirm inventory in the concession; if required restock pop, chips etc. (Instructions for concession are in the Google Shared Drive)
- Purchase prizes for kid's games. Recommend purchasing 6 gift baskets/ Movie Passes/etc. for the kid's games or random toys to pick from a basket. (\$8 per gift). If doing a guessing game or a draw, ensure to purchase a gift for that as well.
- Day of Bingo, arrive early to open hall, kitchen/bar, storage rooms and pull out all Bingo supplies from the storage room.
- Set up cash register.
- Post the License, price sheets, rules and game lists at the cashier window.
- Set up the easel with a board showing our upcoming events, photo policy and any other information for the attendees to read as they come into the hall.
- If possible, set up a candy guessing game or draw for the kids to play.
- Print out instructions for volunteers to help ensure they understand they positions, as well as any training they may need.
- The events coordinator oversees any licenses, budgets or special requests to bring to the executive board for any events run through the hall.

Perks for MLCL Bingo Coordinator

- Free Turkey/Ham/Bacon & Eggs/BBQ pack for every Bingo run.