

**Arctic Edge Skating Club Bingo**  
**Set-up Duties 4:00 p.m. – 6:30 p.m.**

**Arrive at Elks Lodge and be ready to begin work at 4:00 p.m. or shortly before if more time is needed. Set-up needs to be completed by 4:30, which is when tickets can be sold.**

1. **Get the basement and locker key from the kitchen staff.** Keep the key behind the front table for the evening (there is a nail on the wall below the number board that you can hang it on). The people who close up will return the key to Elks staff at the end of the night.
2. **Go downstairs and get all of the required Bingo supplies.** (Use the cart from beside the front door to transport the supplies.)
3. **Sign the front page of the Control Sheets** next to the job you are doing. The Control Sheets are in the Green Bin.
4. **Put the Bingo license out on display.** It is found taped to the inside of the lid of the green bin. Stand the lid up against the wall so that people can see that we have a license.
5. **Verify the numbers of all of the Bingo Cards.** Take out the control sheets and look at the numbers written for each type of card (Entry ticket, Early Birds, Regular Bingo, Bonanza) and confirm that the correct first and last numbers are recorded on the control sheets (these numbers are on the center square of the game for Regular Bingo and near the top left corner of the card for Early Birds, starting with a letter).
6. **Turn on the Bingo computer on the stage and call up the first 50 Bonanza numbers.** There is a laminated instruction sheet on the stage either on the small table or on the computer console. It has instructions for turning on the power and starting the computer.
7. **Mark the backs of the Early Bird Game Sheets with “Odd” or “Even” and put of the appropriate sign at the front of the hall. This is determined by the date the bingo is being held.** If it is an even date then mark “Even”, if the date is an odd number, mark “Odd”. For example: May 5<sup>th</sup>, would mean that the Early Bird Pre-called numbers are odd. All three Early Birds are the same. The colour of sheet for each Early Bird Game will be written on the control sheet by whoever gets the supplies ready during the week. Use that colour.
8. **Write the colours and numbers of the Early Bird games on the white board** on the stage. For example:  
Early Bird #1 Green, even  
Early Bird #2 Purple, even  
Early Bird #3 Yellow, even
9. **Turn on all of the TV’s in the hall.** There are remotes on the Caller’s table on the stage.
10. **Turn on the Number Board above the kitchen** (turn on the power bar).
11. Once the first 50 numbers for the Bonanza are up, **turn on the lights of the numbers that have come up on the board behind the front table.**
12. **Take out a Bonanza Control Sheet** (in brown envelope in green bin) and dab the first 50 numbers of the Bonanza and record the serial number for the Bonanzas sold that night. This is used later by the Banker and Caller.

13. **Verify the amount in the float.** It should be \$1000, unless otherwise indicated on the front Control Sheet. If the amount is different than \$1000, note the amount for the Banker on the front page.

14. **Start a “Bingo Tracking Sheet” to record the first number of all books of Bonanza tickets** taken out of the box.

- Take out about 5 books of Bonanza tickets at a time, record the first number of each book, and then as each book is opened or taken initial beside that book.

\* It is very important that Bonanzas are sold in sequential order and that the numbers are recorded. This is used to ensure an accurate record of the number of Bonanzas sold.

**\*\*Floor workers should not take Bonanza tickets out of the box. They should be taken out of the box by either a set-up person or the banker.** The numbers are recorded and then Floor Workers can take books from the front table (initialing beside each as they do so). \*\*

15. **Prepare for selling “Toonie Pot” tickets.**

- Fill in the “Toonie Pot” Tracking Sheet with number on the advancing stamp prior to selling.
- Write the value of the Toonie Pot at the beginning of the night on the whiteboard.

16. **Begin Selling Tickets (and dabbers and glue sticks) at 4:30 PM.** That is the time that our license allows us to begin selling. People will be waiting, so beginning to sell on time is important.

Prices are as follows:

9-pack = \$9

6-pack = \$6

12-pack = \$12

Early Birds = \$1 per sheet

Bonanzas = \$1 per card

Toonie Pot = \$2 per person (stamp door ticket with the advancing stamp)

We do not have a Seniors Rate or an Elders Rate.

Glue sticks are \$2 if they are large, \$1 if they are small.

Bingo dabbers are \$2

Control sheet/Door prize = free

- Players must buy a Regular Game pack in order to buy/play the Early Birds and Bonanzas.
- Every player receives a control sheet (door prize card) at no charge.
- Selling tickets: If there are two people on Set-up, usually one person sells the Door ticket, Regular Bingo and Early Birds. The other person sells Bonanzas. If there are three people on set-up, one will sell the Regular games, one person sells Early Birds, and one person sells Bonanzas.

**\*\*\*Please note that it is very important that Bingo cards are sold in sequential order. Prize determination and accurate deposit amounts depend on this. \*\*\***

17. **The first Early Bird begins at 6:00 PM.** At this point, selling slows down and often Set-up people can help by:

checking “worst cards” that players have brought up

rolling coins

putting bills in bundles

putting entry tickets matching those sold in bowl for the draw later in the evening