**Pizza Bingo Event Chairperson Job Aid**

**Date of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Budget: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Duration of Event:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Start time:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Any time after 4:00

**Set up time:** 30-45 minutes depending upon number of volunteers and theme decorations.

**Event Management & Budget**

Partner with the Events Team who can assist with volunteer lists, MPR use form, Budget details, communications, order forms and more.

1. **Clarify Budget with PTA Treasurer** treasurer@maplehillspta.com
	* **Current Budget**: Confirm the allocated budget for the event with the PTA Treasurer.
	* **Previous Year's Revenue**: Ask for details on how much money was raised at the event the previous year to set financial expectations.
2. **MPR Usage Fee**
	* **Cost**: Account for the $240 fee for using the Multi-Purpose Room (MPR) in your budget.
	* **Payment**: (PTA Responsibility) Ensure the fee is paid on time and documented in the event's financial records.
3. **Fundraising Focus**
	* **Expense Management**: Aim to minimize expenses to maximize the fundraiser’s profitability.
	* **Donations**: Encourage donations of food, drinks, and prizes to reduce costs. Reach out to local businesses and parents for contributions.
4. **Expense Tracking**
	* **Request Cash for Cash box (request form from Treasurer)**
	* **Itemized Budget**: Create an itemized budget to track all expected and actual expenses.
	* **Receipts**: Keep all receipts for purchases and reimbursements. Submit all receipts to Treasurer with reimbursement form.
5. **Revenue Tracking**
	* **Sales**: Track all sales from pizza, drinks, and bingo participation.
	* **Donations**: Record any cash or in-kind donations.
6. **Post-Event Financial Summary**
	* **Calculate Profit**: Subtract all expenses from total revenue to determine the event's profit.
	* **Report to Treasurer**: Provide a detailed financial summary to the PTA Treasurer, including profit and suggestions for next year’s budget.

**Pre-Event Planning**

1. **Volunteer Coordination**
	* **Request Volunteer List:** Request the volunteer sign up list from the Events Tea.
	* **Recruit Volunteers**: Identify and recruit volunteers for various tasks (prize procurement, bingo caller, pizza distribution, prize distribution, etc.). Partner with the Events Team for a Sign Up Genius. Send the Genius to exiting volunteers (web list) and work with Communications to recruit more as needed.
	* **Communication**: maintain regular communications with volunteer team.
	* **Assign Roles**: Assign specific responsibilities to each volunteer.
	* **Technology Help**: Will need to borrow a laptop from the school and microphones. Bingo numbers are auto generated on line. Will need a person to manage the numbers.
2. **Pizza Order**
	* **Determine Quantity**: Estimate the number of pizzas needed based on expected attendance.
	* **Place Order**: Contact the chosen pizza vendor and place the order. Confirm delivery or pick-up details.
	* **Create Order Forms**: Work with Communications Director to update/create online and paper order forms for pizza and bingo participation.
3. **Prize Procurement**
	* **Donations**: Work with volunteers to secure donated prizes. Volunteers can create a procurement team. Go to local businesses and families to ask for donations. Business donations can earn Sponsorship badges on advertisements and emails specific to the Pizza Bingo event.
	* **Inventory**: Keep an inventory of all donated items.
	* **Prize Distribution Plan**: Develop a plan for how and when prizes will be distributed during the event.
4. **Advertisements & Order Forms**
	* **Coordinate with Communications Director**: Work on creating and distributing advertisements for the event.
	* **Distribute Forms**: Ensure order forms are distributed to students and parents well in advance of the event. Copies can be made in the office during office hours. Work with PTA leadership for details.
5. **Bingo Caller**
	* **Find a Volunteer**: Identify a volunteer or guest to call the bingo numbers. There has been a great caller in the past, we can approach them.
	* **Prepare Materials**: Ensure the bingo caller has all necessary materials (bingo balls, microphone, etc.).
6. **Venue & Room Setup**
	* **MPR Applications**: Work with the Events team to complete necessary applications for using the Multi-Purpose Room (MPR).
	* **Room Setup Coordination**: Collaborate with the school office to plan the room setup, including tables, chairs, and any necessary equipment.

**Event Day Preparation**

1. **Volunteer Briefing**
	* **Final Reminders**: Send out final reminders and instructions to volunteers.
	* **Event Night Assignments**: Reconfirm roles and responsibilities with each volunteer.
2. **Pizza & Drinks**
	* **Pickup/Delivery**: Coordinate the pickup or delivery of pizzas and drinks.
	* **Set Up**: Organize a station for distributing pre-ordered pizza/drinks and selling additional items.
3. **Prize Distribution**
	* **Setup Prize Table**: Ensure the prize table is set up and organized.
	* **Assign Volunteers**: Assign volunteers to manage prize distribution.
4. **Bingo Caller & MC Coordination**
	* **Prepare the MC**: Ensure the MC is ready with announcements, rules, and transitions.
	* **Bingo Materials**: Double-check that the bingo caller has everything needed.

**During the Event**

1. **Manage Volunteers**
	* **Oversee Activities**: Ensure all stations (pizza, drinks, bingo, prizes) are running smoothly.
	* **Resolve Issues**: Address any issues or last-minute changes as they arise.
2. **Monitor Attendee Experience**
	* **Check on Attendees**: Ensure attendees are having a good time and address any concerns.

**Post-Event Wrap-Up**

1. **Thank Volunteers**
	* **Express Gratitude**: Send out thank-you notes or emails to all volunteers and contributors.
2. **Event Debrief**
	* **Review Successes & Challenges**: Conduct a brief meeting or send out a survey to gather feedback.
	* **Document for Future**: Record notes and suggestions for improving next year’s event.
3. **Finalize Logistics**
	* **Clean Up**: Ensure the room is cleaned up and returned to its original condition.
	* **Return Borrowed Items**: Return any borrowed items or equipment.

**Pizza Bingo Example Schedule**

Schedule:

* Set up: 5:00 pm
* Pizza arrives between 5-6
* Pizza Pickup: 6:00-6:15
* Bingo Starts: 6:30
	+ Volunteer Shifts: 6-6:30 for pizza pickup
	+ Bingo Calling helpers
		- 6:30-7:00
		- 7:00-7:15
		- 7:15 – 7:30
		- 7:30-8:00
	+ Clean up.
		- 8:00-8:30

To Do:

Fill out the MPR use form

Volunteers needed

Sign up Genius

Prize Donations: new toys, games and/or books

 Need drop off location

Communication

 Take home flyer for purple folders

Bingo cards

 Found in the PTA portable

**Forms:**

[Cash Box Request Form](https://maplehillspta.com/Doc/Public/Cash%20Box%20Request%20Form_Fillable.pdf)

[Cash Box Accounting Form](https://maplehillspta.com/Doc/Public/Cash%20Box%20Accounting%20Form_Fillable.pdf)

[Cash Box Handling Policy](https://maplehillspta.com/Doc/Public/Cash%20Box%20Handling%20Policy%20MH%20PTA.docx)

[Cash Handling Training](https://maplehillspta.com/Doc/Public/Cash%20Handling%20Training.pptx)