

DO IT YOURSELF *BINGO* Event

IMPORTANT STEPS:

1. Choose a date

- Ideally 2 1/2 months out. Don't need to do much until 4 weeks out

2. Find a venue

- Know the cost, if any
- Ex: Local restaurant, School, Community building, VFW Hall
 - Restaurant may be willing to donate % of food from event

3. Consider how you will create revenue

- Ex: Sell bingo cards
 - Ex: 1 card for \$20, good for 10 games
 - Let people play as many or as few as they like
- Ex: Raffle, restaurant donations, etc

4. Solicit donations for raffle and BINGO prizes

- Ask local businesses
- Seek corporate sponsors- best to solicit 1st of the year
- Ask family and friends

5. Recruit volunteers

- Reach out to family, friends, other MPS families in the area, etc
- Need volunteers for set up about 30 minutes prior to event
 - Prize table, money box for cards, raffle ticket sales, microphone

6. Advertise!

- Keep materials easy to read- Not too wordy or busy
- Include information like: Name of event, date, time, location, raffle information, contact information
- Ex: Invitations, email, e-vite, text, Facebook event, flyers around neighborhood, etc

7. Fill in the details

- Food and beverages
 - If at a restaurant, no planning required
 - If not, consider popcorn, hot dogs, candy, pizza, pop, water, lemonade, etc
- Decorations
 - Ex: Poster at prize/raffle table, pictures of affected individual, purple balloons, etc
- Organize thank you notes

8. Prepare day-of speech

- Collect your thoughts before your event
- Be prepared to share a personal message and to explain the mission of The National MPS Society
- Be sure to thank everyone at the event

TIPS:

- Consider getting a portable microphone for calling numbers
- Consider purchasing BINGO cards, markers, and game online
- Send thank you notes to all donors after the event



National
MPS
Society

BINGO!

