**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