

**Bingo Chairperson****Supersedes**

Original - Standard Operating Procedure for Bingo Chairperson

Current Chairperson

Suzzie Schuyler

Job Description

The Chairperson of the bi-annual Quilt Bingo is responsible for recruiting volunteers to lead subcommittees. This function coordinates all efforts with the Eternal Quilters Quilt Bingo Chairperson. All chairpersons are responsible for maintaining any assigned budget targets.

The Bingo Show Committee Chair is a member of the General Board of the Guild and is a volunteer position.

Procedure

The following table identifies the actions to be performed and the individual or function responsible.

Bingo Chairperson

Item	Action
1.	Recruit subcommittee members and Runners. Subcommittees are listed in the proceeding steps.
2.	Coordinate Bingo schedule and events with Bingo Show Chairperson of Eternal Quilters Guild.
3.	Establish pricing for bingo entrance/one set bingo cards (pre-sales and at door), additional cards, and specials. <i>NOTE: Pricing needs approval from Executive Board.</i>
4.	January of the Bingo year, begin to promote Bingo with Guild. Solicit quilts for bingo prizes and items for door prizes.
5.	Conduct kick-off meeting in early Spring of the Bingo year of subcommittee leads to discuss where, when, admission fee, flyers, publicity, things to change, and new ideas. Follow-up status meeting in August to finalize plans with subcommittee leads. Invite President to all Committee meetings.
6.	Select and schedule venue for quilt Bingo. Date should be the last 3 rd Saturday in September in even numbered years. Scheduling of the venue should 12 to 14 months in advance. Venue needs to accommodate at least 350 people.
7.	Coordinate with venue event personnel the layout of facility, clarify food requirements/limitations (bake sale), bingo caller, gaming license requirement, etc.
8.	Sign Contract and provide down payment (obtain from Treasurer).
9.	Contract Bingo Caller if not provided by venue.

QUILT SHOW CHAIRPERSON

Admissions

Bake Sale

Item	Action
10.	Procure the allowable number of the tickets for the venue. <i>NOTE: Raffle tickets will be distributed to members by the Special Events Coordinator.</i>
11.	Facilitate arrangements with members to borrow six quilt display stands – four specials, raffle quilt, and quilt for game. Collect prior to Bingo date.
12.	Schedule venue for judging of quilts. Preferably in the month of August. See Judging criteria for invitees.
13.	Select emcee for the Bingo.
14.	Establish set-up and tear down plan.
15.	Conduct follow-up meeting one month after Bingo for lessons learned.
16.	Recruit volunteers to sell additional tickets, collect pre-sold tickets, distribute bingo cards, bingo program, and sell dabbers for the day of the bingo. Additional volunteers will be needed to sell bingo cards for the four specials and winning card verification – <i>See Runners Section</i>
17.	Prepare and print copies of the Bingo Program for distribution with the bingo cards. Program should include: listing in sequence of playing the 24 bingos specifying how the bingo is to be played and the name of the quilt, rules and regulations, community service event announcement, and a thank you note to all the of volunteers who provided quilts for the Bingo.
18.	On the day of Bingo decorate Admissions desk. Provide cash box.
19.	Promote at June and September meeting/newsletter for both FQG and ET members to make baked goods to sell at the Bingo.
20.	Provide bakers with criteria, i.e., all items in zip lock bags. Bakers need to identify bake goods that have items that could trigger allergic reaction such as nuts, wheat, eggs.
21.	Recruit volunteers to sell baked goods during Bingo.
22.	On the day of Bingo decorate bake sale station. Provide cash box.

QUILT SHOW CHAIRPERSON*Quilts for Bingo*

Item	Action
23.	Recruit volunteers to make quilts at both guilds at meetings/newsletters. Volunteers should submit form (see Appendix A).
24.	Collect quilts and store safely. Date the arrival of each quilt. Provide status to members on submissions. Quilts are due no later than July 1st. Quilts submitted after the due date will not be considered for cash prizes.
25.	Attend judging session in August. Deliver quilts to judging session. After judging, collect all quilts and store safely.
26.	Recruit Volunteers to assist in hanging quilts for each game at the Bingo.
27.	Procure large gift bags for the quilts and provide labels for each quilt.
28.	Deliver quilts to Bingo venue the morning of the bingo.
<i>Judging Criteria</i>	29. Judges consist of Bingo Chairperson from FQG and ET, Committee lead for Bingo Quilts and Raffle Quilt. A Board member from each Guild will be present to observe.
30.	Quilts will be delivered by the Bingo Quilt Committee lead on the day of the judging.
31.	Quilts will be separated by Guild prior to the start of the judging.

QUILT SHOW CHAIRPERSON

Item	Action
32.	<p>The Raffle Quilt is selected first. Followed by the selection of quilts for the 'Specials' – two from each Guild. The judge's decisions are final on the selection of quilts unless the quilt(s) become compromised to a level of being unacceptable between the time that they have been selected and the event itself. If this unfortunate incident occurs, another quilt will be selected in its place along with any appropriate award.</p> <p><i>NOTE: If the quilt under consideration for the Raffle or Specials came from one of the judges, then the judge will recuse themselves on any decisions concerning the quilt. If a quilt is selected for the Raffle quilt or one of the Specials that came from one of the judges with the above criteria met, then that judge has the right to keep or refuse any monetary award should he/she choose to do so without any repercussions.</i></p> <p><i>NOTE: Judging criteria: design, color, technique execution, quilting and overall appeal with each category rated based on a numerical system. The rating is 0-5 with 0 being poor and 5 being the best.</i></p>
<i>Door Prizes</i>	33. Recruit volunteers to make or provide items for door prizes to be won with drawing throughout the Bingo.
	34. Deliver door prizes to venue the morning of the bingo to the emcee.
<i>Raffle Baskets</i>	35. Collect new or gently used items from members for raffle baskets. Organize and fill baskets.
	36. Recruit members to manage raffle basket table and sell tickets during the Bingo.
	37. On the day of bingo, decorate tables. Provide cash box and containers for tickets. NOTE: Special Events Coordinator will provide two-part tickets.
<i>Raffle Quilt</i>	38. On the day of set-up, hang raffle quilt at assigned station. Provide cash box to members managing the table, a container to collect raffle stubs and decorate the table. NOTE: Special Events Coordinator will provide two-part tickets. NOTE: Winner will be drawn at the end of the Bingo.
<i>Runners</i>	39. Bingo Chairperson will recruit runners for the Bingo.
	40. A minimum of three runners will be walking the floors at all times while Bingo is being played. Runners will check winning Bingo cards, facilitate tie breaking event, and sell Specials.

Signs and Supplies

Item	Action
41.	Create signs for: admissions, bake sale, specials, bingo supplies for sale, raffle baskets, raffle quilt, 'do not touch the quilts, etc.
42.	Distribute signs to the appropriate station on the day of the Bingo.
43.	Create and distribute exterior signage for outside doors and street signs where permissible.
44.	Contact distributor and order supplies to include the playing cards and dabbers.
45.	Distribution supplies to Admissions Chairperson or to one of the Bingo Chairpersons prior to the Bingo event.

General Notes

Basic Guidelines/Rules

- All games are regulation Bingo with each game listing specific game play.
- Admission price includes one pack of 20 cards with 3 chances on each card to win per game.
- There are four Special games in addition to the 20 regular games; cards for Specials are available at an extra cost per card.
- The caller will announce each game and the color of the card. Only one quilt will be won each game.
- Intermission will be held after Game 12 and will be approximately 20 minutes.
- Door prizes will be drawn throughout the Bingo.

Time Schedule

- Chairperson, subcommittee chairs, and volunteers arrive at venue at 9 AM to begin set up.
- Doors open at noon. (Tables cannot be reserved in advance.)
- Bingo games begin at 2 PM.

Bingo Game Winner Criteria

- All winners must call out 'BINGO'. Floor runner will verify the winning card.
- In the event of a tie, the winner will be determined by calling subsequent bingo numbers to be verified by the floor runner. Bingo will continue until only one person is left (winner). Runners up will receive a ticket for a chance to win a quilt from the Winner's Circle at the end of the bingo.

QUILT SHOW CHAIRPERSON

Item	Action
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**Previous
Chairperson**

Suzzie Schuyler & Mary Ann 2014
Brumbelow

Suzzie Schuyler & Mary Ann 2012
Brumbelow

Appendix A

BED & BLANKET BINGO 2016 Commitment Form for Contest

- MINIMUM SIZE: 50" wide By & 70" long (which is lap size) OR LARGER
- The committee will select the 4 Specials and the Raffle Quilt from the combined quilts submitted from both guilds (2 Specials from Friendship and 2 Specials from Eternal Quilt guilds) and the winners will be announced at the September meeting each; winning quilt will receive \$150.00
- The quilts for the contest are to be finished and submitted by July 1, 2016.
- All quilts submitted will be utilized for the Quilt Bingo either for the Specials, Raffle Quilt, Regular Bingo, or Winners Circle
- Themed quilts are acceptable
- Please make sure your label is on the back of your quilt so that the lucky recipient will know who made their special treasure!
- Multiple quilts from the same person/group members are acceptable
- Purchased quilts and cheater pattern quilts are NOT acceptable
- PLEASE construct the quilts of the caliber that our award winning membership is known for: Excellence in quality and workmanship!!! Once again we are setting the bar higher with our experience and distinction of gorgeous quilts!
- Please submit your commitment form to Suzzie or Maryanna by the May meeting- (this is just the form, not the actual quilt- that is due July)

BED & BLANKET BINGO COMMITMENT FORM

Name(s) _____

Phone# _____ Size of the Quilt _____

Name of the Quilt _____

Brief Description of the Quilt _____

If the quilt is not won please select on of the following choices:

2017 Silent Auction Donate as a Charity quilt Return to the quilter