Job Description

Chairperson: Parish & School BINGO Night

Responsible for working with the Parish Hospitality Committee to plan, decorate, and host this pre-Lenten parish-wide event. The evening includes the sale of dinner and drinks and non-cash prizes (such as gift certificates) for bingo winners. The event has historically been held in February and usually has two segments to accommodate children & adults.

6:30 PM – 7:30 PM Children & Adult BINGO
Reduced rate cards for children with smaller prizes

7:30 PM - 8:30 PM Adult & Children BINGO
Children are eligible to play on the higher-priced adult cards, and may win adult prizes

The chairperson has the following responsibilities:

- Confirm with PTO President date for BINGO night and reserve the school hall through the EDC Coordinator.
- Coordinate with the Pastor and the Parish Hospitality Committee, who provide dinner and volunteer support.
- Advertise event in school newsletter and parish bulletin.
- Working within a budget set by the PTO, provide all BINGO materials, prizes and decorations.
- Secure volunteers for:
    - BINGO Caller & helpers
    - Prize coordinator
    - Set up and clean up
- Turn in receipts for BINGO costs to treasurer by event date.
- Store all BINGO materials in PTO closet for next year.
- Complete after-action report for PTO.