

Arctic Edge Skating Club Bingo – Floor Worker Duties (5:40 p.m. to closing)

Arrive at Elks Lodge and be ready to begin work at **5:40 p.m. sharp.**

1. **Sign in on the front page of the Control Sheets** – These sheets are kept behind the front table.

2. **Put on an apron and get change for selling Bonanzas and a pen from the Set-up workers.**

3. **Sign out a bundle of Bonanza tickets** - Take one of the bundles that the Set-up people have on the front table (and have already recorded the number of). Initial beside the number of the bundle you take.

***It is important that:

- a) the number of the bundle is recorded on a sheet
- b) you initial beside the numbers that you take out
- c) the tickets are sold in sequential order
- d) only the banker or set-up people take the bonanza's out of the box

*** An accurate count of the tickets sold is important for accountability and for the calculation of the prize amount.

4. **Sell Bonanza cards out on the floor.** Bonanza cards are \$1 each. Walk between the tables. People will often call out, "Bonanza" or wave money to have you come over.

You will start selling Bonanza cards before the games begin and continue throughout the night until the Caller announces "Last call to buy Bonanzas" after the last intermission. Walking around the room increases the number of cards you sell.

5. **Early Bird Games: Begin at 6:00 PM.**

When "Bingo" is called **hurry** over to the player and:

- ask which card is the winner
- call out the number in the center of this card LOUDLY to verify that it is a winner

Early Bird winners must sign the back of the winning card.

Take the winning card to the banker.

Take the prize money out to the winning player.

6. **Regular Games : Begin at about 6:30 PM. There are 24 regular games.**

When "Bingo" is called **hurry** over to the player and:

- ask which card is the winner
- call out the number in the center of this card LOUDLY to verify that it is a winner
- take the prize money out to the winning player.

(Note: players do not have to sign the cards of regular bingo games.)

7. **Toonie Pot: Players must pay \$2 at the front table and have their door ticket stamped as proof of purchase.**

- The Toonie Ball is drawn after Early Bird #3.
- The Toonie Pot can be won on the regular game blackout games only, if the blackout is won with the toonie ball.

- Toonie Pot sales are closed at the start of Game 13.
- Players must present their Toonie Pot ticket (appropriately stamped door ticket) when declaring their winning bingo. They must sign a form confirming that they received the prize, the amount, date, and provide their game sheet to be attached to the banker's form.

8. **Door Prizes:** After the first intermission there are five door prizes given out. The Banker will need a floor worker to deliver the prizes to the winning players.

*** Prizes of \$25 can be handed out to the players.

***Prizes of game cards – take the cards to the winner and have him/her put their name on the back. You then take the cards back to the front of the hall to be kept until our next Bingo. The person can then claim the cards to use at our next Bingo.

9. Worst Card: Throughout the evening you may have players hand you a “Worst Card” Bonanza card. These are cards that have many numbers that are not the first 50 pre-called Bonanza numbers (usually between 14 and 16).

- Make sure the person has written their name on the back of the card.
- Take the card to the Banker table for verification.
- The Banker (or you may be asked to help) will confirm that the player has correctly dabbed the numbers using the Bonanza control sheet or the number board on the wall behind the table.
- Count the number of “undabbed” squares and note the number on the card and initial it
- If that number is the highest, it is the worst card. If it is the same as another card that was sent up then both are worst cards. The prize can be shared by multiple people.
- The Worst Card number is written on the white board on the stage.
- After the second intermission, the Banker will do last call for worst card and then will call the name(s) of the player(s) with the most undabbed squares. The prize of \$50 will be divided evenly between the winners.

10. Games 21-24. These are the last four regular Bingo games. Usually before Game 21 the Caller will announce “Last call to buy Bonanzas”. You will have a flurry of activity while you sell the last ones. Once the Caller announces that Bonanza sales are closed you cannot sell any more. Return unsold cards to the front, count how many unsold you have, and let the Banker know.

During the last four games you can do the following things:

- When Bingo is called, hurry over to the player, verify the card, deliver the prize as usual.
- Pick up the game sheets to put in the grey container to re-use.
- Collect the tops of the entry tickets. Make sure the players have written their names on the slips. These are kept in a bucket until the monthly draw at the 1st Bingo of each month.
- Roll coins
- Ask the banker how you can help

11. Bonanza Game – Last game of the night.

There is a first prize and consolation prize. (Both can be won by multiple players.)

***When “Bingo” is called the Caller will ask you to provide two things:

- 1) Read out the Series Number (at the top of the card)
- 2) Read out the number in the center of the card.

***The winners must come to the front of the hall with the winning card to receive their prize money. The back of the card must be signed by the person and given to the banker. ***

12. Clean Up – Floor Workers are responsible for cleaning up the hall and returning all Bingo supplies to the basement cupboard. Some Callers help with clean-up. Clean-up includes:

- Bingo game cards are placed in the recycling bins located under the tables.
- Recycling Bins of game cards (dry paper) are emptied into the large, clear bags found at the side/front of the hall. The blue bins are then placed on top of the tables. At the end of the night the clear bags containing the game cards are put in the shed outside the door at the front of the hall. The key for the shed is hanging behind the front table.
- Garbage is thrown into the black garbage bags found at the side/front of the hall. At the end of the night the garbage bags are tied and thrown into the dumpster outside the door at the front of the hall.

- Refundable beverage containers are emptied into a bucket (found in the hall janitor closet) and then put in the blue recycling bags. At the end of the night the bucket is emptied in the janitor's sink and the refundables are left in the janitor's closet (there is a garbage can to collect these).
- Replace all of the garbage, compost, and recycling bags with new bags (located in the cupboards up on the stage).
- Collect all of the bins and supplies and return them to the Arctic Edge storage cupboard in the basement.
- Return our key to the person in charge of the hall.