Family bingo night planning kit

A head start for your PTO or PTA board. Take what's useful and change the rest.

Timeline

6 weeks out

- [ ] Pick a date and reserve the cafeteria
- [ ] Ask the school or district about bingo and raffle rules
  Some states have rules about bingo for prizes or money. Your school or district can tell you what applies.
- [ ] Decide on admission, card prices, and whether it's a fundraiser

4 to 5 weeks out

- [ ] Ask local businesses and families for prize donations
- [ ] Find a bingo cage or a calling app, and a microphone
  Another school, a library, or a community group may lend a cage.
- [ ] Share the volunteer signup link
- [ ] Plan the concession menu

2 to 3 weeks out

- [ ] Send the flyer home and post it online
- [ ] Plan the games and the order of prizes
  A few quick games for younger players, and a bigger prize for the last game, keep families there to the end.
- [ ] Follow up on empty volunteer spots

The final week

- [ ] Collect and sort donated prizes
- [ ] Send a reminder to families
- [ ] Print bingo cards and buy daubers or markers
- [ ] Buy concession food and anything on the shopping list
- [ ] Get change and set up the cash box

Bingo night

- [ ] Test the microphone and set up the tables
- [ ] Count the money with two people and record it

After the bingo night

- [ ] Thank volunteers and prize donors
- [ ] Record receipts and reimburse helpers
- [ ] Write down what to change next year
  A few quick notes while it's fresh can save next year's board a lot of time.

Volunteer spots

A sample to adapt, for a school of 300–600 students. The online version at pineboard.app/templates resizes it for yours. Add, cut, or rename spots to suit your school.

Spot	When	People
Setup Crew Set up tables, chairs, and the prize table.	4:30 PM to 6:00 PM	5
Admission and Card Sales Welcome families and sell bingo cards.	5:30 PM to 7:00 PM	3
Bingo Caller Call the numbers and keep the games moving.	6:00 PM to 8:00 PM	1
Card Checkers Check winning cards against the called numbers.	6:00 PM to 8:00 PM	3
Prize Table Hand out prizes and keep the table in order.	6:00 PM to 8:00 PM	2
Concessions Sell snacks and drinks.	5:45 PM to 7:45 PM	4
Cleanup Crew Stack chairs and leave the room clean.	8:00 PM to 9:00 PM	5

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Prizes beyond donations	$200	
Concession food and drinks	$150	
Bingo cards and daubers	$80	
Decorations	$40	
Flyers and signs	$25	
Total	**$495**	

Shopping list

Party or dollar store

- [ ] Bingo daubers or markers
- [ ] Prize bags
- [ ] Tablecloths
- [ ] Decorations

Warehouse club

- [ ] Concession snacks
- [ ] Drinks and water
- [ ] Napkins

Office supply store

- [ ] Card stock for bingo cards
- [ ] Cash box
- [ ] Raffle tickets
- [ ] Name tags for volunteers

Easy things to overlook

Bingo rules
Some states regulate bingo for prizes or money. A quick check with your school or district before you set prices saves surprises.

A clear microphone
Families in the back row want to hear every number. A test before doors open helps.

Games for little ones
Short games, or picture cards, let the youngest players win too.

Prize order
Saving a few bigger prizes for later games keeps families there through the last call.

Thanking donors
Naming prize donors during the night, and a thank-you after, makes them glad to give again.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.