

## **Caller Responsibilities**

Make sure you sign in on the sign in sheet. You must sign in to get credit for working.

Inspect the Bingo equipment. Turn on the board on the wall, wait 20 seconds, and then turn on the Bingo console. Make sure all lights work on the board by pushing the “test” button.

Run all the balls through the machine and place them in their appropriate slot. Leave them in the tray so that at the start of the night, 2 players can verify that they are all there.

At the beginning of the night, you will be required to sell the Bingo cards or raffle tickets. Money cannot be mixed between the “Early Birds (7:00)” and “Late Birds (8:00)” cards. Also, money for the Bingo supplies and raffle must be kept separate from everything else. If you need change, have the supervisor make change for you.

Do not give away any sheets! All sheets MUST be accounted for. If you are not sure how to handle a situation, ask the supervisor.

The microphone should be plugged into the back wall and sits on a stand connected to the top of the Bingo machine.

At 6:55 ask for 2 Bingo players to come up and verify that all the Bingo balls are there. After they do, dump the balls into the machine. Verify that all balls have returned to the hopper.

At 7:00 announce: “Welcome to the early bird session of Bingo at Queen of Apostles. We will be playing 10 games in this session. Just a reminder that there are no overlooked Bingo’s. When you have a Bingo, please raise your hand and call Bingo loudly. Good Luck”.

Turn the blower and mixer on.

Make sure the counters on the console are for the current game. One counter will display the game number and the other counter will show the type of game being played (sometimes it will be blank). The second counter is in groups of 20 depending on which week it is.  
(i.e. Week 1 – Games 1-20, Week 2 – Games 21-40, Week 3 – Games 41-60)

Before each game announce: “The next game is a (regular or 4 corners, etc) Bingo played on the (blue) sheet. This Bingo is worth (\$100) and can be won in any direction (or must be won as shown).” If it is a “Special” game (not regular/4 corners), turn on the “Special” light. Make sure the game displayed on the board is the game you are playing and that all the balls have returned to the blower.

When calling a number announce the number (i.e. “B-14”), show the number to the players and say it again (“B-One-Four”). If it is a number not used in that game, you do not have to say it a second time. Every ball pulled must be called at least once and shown to the players.

After you call the number, put the ball in its spot on the console. The number should blink on the board behind you.

If you call an incorrect number, immediately acknowledge your error and announce the correct number.

After you call a number, wait until you see a majority of the people done marking their cards, and then call the next number.

If a Bingo is called, turn off the mixer and the blower.

No one under 18 is allowed to handle money or call back a Bingo.

When the worker calls back the numbers, make sure the first number they call back is the last number called. Then say the numbers back to them as you verify it. (i.e. "B-14, ok")

After all the valid Bingo's have been called back for a game, ask: "Do we have any other Bingo's?" After there are no more, announce: "Game number (4) had (3) good Bingo's." That way the supervisor knows how much to pay each winner.

Between sessions, please remind the people that we have concessions and a cash raffle.

There should be a short intermission between the early and late bird sessions. Usually it is 10 minutes, but if you are already past 8:00, you may want to shorten it to 5 minutes.

After intermission announce: "We are ready to start the late bird session at Queen of Apostles. We will be playing 10 games in this session. Just a reminder that there are no overlooked Bingo's."

**After game 7 of the late bird session, announce: "A floor worker will be selling raffle tickets and another floor worker will be selling the green single sheets for the last game. Please raise your hand if you would like to purchase some."**

The raffle drawing will be held before the start of the final game of the evening. **Make sure the floorworkers are putting the raffle together during Game 9 to avoid an unnecessary delay.**

If you drop the balls back into the blower before a game is over, you will need to retrieve the balls that were already called by checking with the players to see which numbers have been called.

If a ball gets stuck and is not noticed immediately, the current game must be started over.

At the end of the night, make sure all of the balls are back in the hopper and that all lights are turned off on the console. Unplug the console and put the microphone and cord in the tall tan rolling cabinet in the storage room.

Turn off the master switch on the PA behind the door in the storage room.

Workers can have some popcorn and soda (please be reasonable), all other items must be purchased. Family members must purchase their concessions.

Callers can have a bottled water if they prefer, but please, no eating while you are calling.

At the end of the night, please check the "to-do list" to make certain all floor related activities have been completed. If so, please help the kitchen workers with their activities.