



Hosting information

Some great information to help you get the most out of hosting your event

Be prepared for lots of information to help your event run smoothly. This information is only a guide to help. You as the host have complete control over your event so can adjust it in any way to suit your needs and playstyle. Feel free to experiment!

STEPS TO RUNNING AN EVENT

Preparing for your event:

- Decide in advance how many rounds you would like to play based on how long the event will run for. A usual event would run for roughly 2 hours and would consist of 3 bingo rounds plus a small break between rounds and optional mini games. An example timetable of a general event is provided below in the 'resources/information' section.
- Decide which rounds you would like to run, ideally select some games and genres that will suit your audience. You can also select your games based on the number of players you expect. For example, a game with 30 or 40 songs will suit around 60 or less players, but for larger crowds a bigger playlist game can be used to make games run slightly longer and reduce the risk of BINGO ties.
- Access those games in the members section and download the bingo cards you need. 100 unique cards are supplied by default, spanned over 2 PDFs so you can keep track of when you need to print more without wasting others. Choose between using mini cards (9 songs) or jumbo cards (24 songs with wildcard). Print the cards you need and cut them ready for play. Professional and Deluxe memberships can contact us to have additional cards prepared or customisations made.
- Make sure you have your own markers/pens for players to use, or your venue has some.

At the event before starting a game:

- Arrive early to setup/test any sound requirements and make sure you have a stable internet connection, use hotspot through your device if needed.
- Hand out cards to players and explain the rules to them if they haven't played before, also explain the 'bingo conditions' (see resources section).
- Load your first game playlist through the members section of our website.
- Begin the game when players are ready.



Running a game:

- Once you have announced the beginning of the game and the games bingo conditions, begin by pressing play on the first song in the playlist.
- Each time a game is loaded through our website, the playlist order is randomised so that no two games are ever the same, you simply need to hit play. The track player will tell you the song name of what is playing, and you can open/scroll through the playlist so you know what is coming up. When a track finishes, the next will be loaded into the player but paused so you will need to press play to start it. This is to allow you time to make announcements or let the players know the name of the tracks in case they didn't know it.
- Continue operating in this manner until a player meets the conditions of the game and shouts "BINGO" waving their card in the air. In the event of a tie, the winner can be decided by who shouts bingo first, by playing a simple game of rock/paper/scissors, or by selecting the player with more tracks crossed off their card. You are welcome to use these or your own methods for tie breakers.
- Games can be just one winner, or by playing for 1st, 2nd and 3rd place. This is decided between you and your organiser/venue based on how many prizes you would like to hand out.

After a game:

- Allow a short break for players to get food, drinks, use the bathrooms etc. During this time, begin handing out bingo cards ready to start the next game.
- At the conclusion of the event, thank everyone for playing, inform them of when the next event will be if needed and any socials you may want to plug. Collect back your markers/pens and you are done!

RESOURCES/USEFUL INFORMATION:

Mini games:

These are optional but are run after a round for a little extra fun if you have prizes available. After the final round, a raffle works great for the last mini game so everyone has a fair equal chance of winning, and you can collect markers whilst collecting the bingo cards.

Feel free to create and try your own games to see if any work well.

Game examples we usually run include:

- *Paper aeroplane contest:* players write their name on their bingo card and turn it into paper aeroplane to throw. The one that travel the furthest will be the winners. Works



best with jumbo cards.

- *Cup knockdown:* players write their name on their card and crush it into a ball. They then try to knockdown some cups you have stacked like a carnival game. If they knockdown any cups, then they go into a draw to win.
- *Bucket toss:* players write their name in their card and crush it into a ball. They then try to throw their ball into a raffle bucket that you have setup a short distance away. If it lands inside then they go into a raffle draw to win.
- *Music trivia:* Players write their names on the back of a bingo card and write numbers 1-5. Play 5 songs to ask a bit of trivia about it (artist/song name etc, make these relatively easy). Call out answers, if players get all 5 correct, they will go into a raffle draw.
- *Indoor lawn bowling:* players write their name in their card and crush it into a ball. Sit a suitable target a small distance away, players roll their ball to the bottle. The one that rests closest to the target is the winner.
- *Heads and tails:* Each player stands up and chooses heads or tails by putting their hands on their head or bottom. Do a coin toss and if they lose the round they sit back down. Continue doing this until there are only 2 players left who are the winners.
- *Brain teaser:* Ask a brain teaser question to the audience. They will write their name on their bingo card along with their answer, crush it into a ball and place it in a raffle draw. Draw out a card and if the answer is correct then they are the winner, if not then draw another until you draw one with the winning answer.
- *Raffle (usually after the final round):* players write their name on their card and crush it into a ball. They then drop this into a bucket to all be part of the draw. The name drawn out is the winner.
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Example timetable:

An example of how a 2hr event would run from 7pm to 9pm. A Game length will vary, so may be faster or slower than indicated. This is just an example to provide an idea, compensate the variable time by selecting different bingo conditions to have a longer or shorter game, or by making break times longer or shorter.

- 6:45 – 7:00 - Hand out markers and round 1 card explaining bingo for new players, and bingo winning conditions.
- 7:00 – 7:25 - Round 1: 3 winners (1st, 2nd and 3rd place)
- 7:25 – 7:40 – Mini game 1. Hand out cards for round 2, explain winning condition.
- 7:40 – 8:05 – Round 2: 3 winners (1st, 2nd and 3rd place)
- 8:05 – 8:20 – Mini game 2. Hand out cards for round 3, explain winning condition.
- 8:20 – 8:45 – Round 3: 3 winners (1st, 2nd and 3rd place)
- 8:45 – 9:00 – Mini game 3. Collect markers. Event concludes.



Game variations/Bingo winning conditions:

These are different conditions players need to complete in order to call out “BINGO”. They are completely optional so you can use them or run the games in your own way.

The variations you select are entirely up to you (or you can invent your own). Variations are done for 2 main reasons, firstly so that not every game is always the same to make them more interesting, and also to keep roughly to your finish time as some games run faster or slower than others. It is recommended to run longer games at the start of an event, and then choose a variation for the last game that will suit your finish time.

- **LINE GAME (10-20mins.... recommended for jumbo cards)** – Players can call bingo after getting one straight line either horizontal or vertical (not diagonal).
- **DOUBLE LINE GAME (15-25 minutes)** – The same rules but players need to get 2 straight lines to call bingo.
- **FULL CARD GAME (15-25 minutes... recommended for mini cards)** – Players must fill up entire card to call bingo. A game with jumbo cards will run for 25-45 minutes.
- **NAUGHTS AND CROSSES (JUMBO CARDS)(10-15 minutes)** – Similar to line game, but can go in ANY direction including diagonals to win. Can do 2 lines to make game run longer.
- **NAUGHTS AND CROSSES (MINI CARDS)(5-10 minutes)** – The quickest game possible. Useful if you are running short of time.
- **4 CORNERS GAME (MINI CARDS)(5-15 minutes)** – Another quick game. Players need to be the first to get all 4 songs in the corners of their bingo card.

Trivia component:

To make games more interesting, some jumbo bingo cards have a ‘trivia’ option available for download. In these cards, some of the artist names or song titles are missing and players need to fill in the missing blank section before crossing off the track on their bingo card. This is completely optional and designed to provide an extra variation on a game for additional engagement.



Additional tips/strategies:

Prizes – Everyone loves winning a prize! So feel free to supply some or have your venue supply some. However many you use and their value is entirely up to you. If you decide to run a 2-hr event as indicated in the example timetable, then a total of 12 prizes would be handed out (1st, 2nd and 3rd for 3 rounds, 1 prize for each mini game winner).

Mobile phone use – Whether players can use phones to look up songs they don't know is entirely up to the host. When we run events, we openly allow it because finding out the songs names generally doesn't increase your chances of winning. Discussing songs with other players and looking up unrecognised music also means that players are more engaged in the game, so overall we recommend allowing it.

Hosting engagement/announcements - Be engaging with your audience whether on the microphone for larger events, or face to face at smaller events without one. Before or after a track, provide information on what the song is (a clue, or just saying the title) in case players don't recognise the song, probably not in between every song, but maybe every 2nd song. We generally tell an audience what was the last song played, and also what the next song is at the same time and then don't do an announcement after the next song, this way players hear the names of all songs, but don't hear your voice between every song. In between tracks, also provide reminders on the bingo condition and any promotional announcements.

Practice makes perfect – Before running your first event, practice a little on your own or host a game with some friends/family to make sure you understand how the game will run and how effective you will be in explaining the game to your players. Trying new experiences can also be stressful, if your first attempt of hosting a game is slightly difficult, try again later and you will find that it quickly becomes very simple and comfortable.

Be yourself and have fun! – The last simple bit of advice is just to relax, be fun and outgoing, and try to enjoy yourself. If running regular events, your audience will quickly come to recognise you and gain rapport with you if you have a fun personality. If you are enjoying yourself then your audience will also start to enjoy themselves.