



Hug
or be
Hugged
www.prisms.org

PRISMS FUNDRAISER

BINGO

Bingo is a fun way to gather a group of people for an activity and earn funds for PRISMS as well.

Approximate Planning Time: 1 year in advance. Book the date 1 year in advance so that you can get a good night of the week and for better availability.

Approximate Volunteers Needed – 10-12 for the following. Registration table (1-2), check out (1), tip jar (3-have them walk around soliciting tips), Bake Sale (2), helpers to call back the numbers (2).

This event could also be used as a PRISMS Family “meet up”!

Step 1:

Check the gambling laws for your city and state to see if its permitted. You may have to submit for a Bingo License for your city and state (for example, Raleigh NC license is \$200. If there are fees associated in your state, please contact the Executive Director, Casey Gorman for financial assistance.

Step 2:

Pick your date and venue. It’s best to hold the bingo games on Saturday nights (6 pm – 9pm) or Sunday afternoons (1pm – 4pm). When looking for a venue, check with your local fire halls. They typically have bingo boards and equipment and will rent the hall for an approximate fee of \$150 - \$250)

Step 3:

Sell tickets to get into the event. Print 8 tickets (be sure to number your tickets so you know how many you sell) to a page on card stock and cut them. Information to put on tickets:

PRISMS CASH BINGO

Day of the week, Date, Year

Doors open at 5:00 PM – Games begin at 6:00 PM

Or

Doors open at 12n – Games begin at 1:00 pm

State the location name

State the location address

20 games (include anything else you may do such as 50/50, raffles, bake sale)

Price: \$20 in advance - \$25 at the door

Step 4:

Order bingo ticket supplies. Here is an example of a site that sells bingo supplies. You can purchase 450 books of 20 tickets for approximately \$40.

<http://www.wholesalebingosupplies.com>

Step 5:

Request donations for baked goods, water, soda, raffle items and solicit volunteers.

Step 6:

Advertise!

1. Email your friends the flyer (see on following page) and ask them to support SMS by planning on going to your bingo event!
2. Promote through social media – Post the flyer on Facebook, Nextdoor, Instagram! Whatever system you use to network, let it do the work for you. Ask your friends and family to share the post to promote it to even more people!
3. Promote through your local newspaper.

Step 7:

After the event, send a general email or message on social media to thank those that participated in the event (see on following page)

Here are some ideas on how to promote your Bingo:

E-Mail a flyer	E-mail a flyer to your distribution list. Try to include anyone in the area that may be able to attend your event
Post on Social Media	Post the flyer on your Facebook, Twitter and Instagram and even local Facebook community sites and request that it be posted on the PRISMS Facebook page. Encourage friends to share the information
Share on your Website	Request that PRISMS share information about your fundraiser on the PRISMS website.
Print, Post and Pass Out Flyers	Post flyers on community boards in common and community areas.
Questions	Contact Casey Gorman at cgorman@prisms.org

Here is a sample invitation letter to share on via email or social media:

Hello _____,

In an effort to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome) we are planning a Bingo Fundraiser!

Here are the details:

Location: _____

Date: _____

Time: _____

We hope that you are able to attend! If you aren't and would simply like to make a donation, you can do so by going to our website www.prisms.org and clicking the "Donate Now" tab.

PRISMS is a non-profit organization dedicated to providing information and support to families of persons with Smith-Magenis Syndrome (SMS), sponsoring research and fostering partnerships with professionals to increase awareness and understanding of SMS. Our Federal Tax Identification Number is 54-1652029.

Thank you for your time and we hope to see you there!

Here is a sample letter to share with friends and family to request donations:

Dear _____,

We are in the process of planning a Bingo Fundraiser to raise awareness for PRISMS (Parents and Researchers interested in Smith-Magenis Syndrome). I'm writing you this letter to request donations of baked goods, water, soda, raffle items. We would greatly appreciate anything you are willing to share and would be happy to coordinate a date and time to pick up the donations.

Here are the details:

Location: _____

Date: _____

Time: _____

For more information about PRISMS, please see our website at www.prisms.org. In addition, if you would like to donate to PRISMS, you can do so by going to our website www.prisms.org and clicking on the "Donate Now" tab.

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Thank you for your time and we hope to hear back from you.

Sincerely,

**Here is a sample of a thank you letter to send to friends, family and volunteers
for their help in making the Bingo Fundraiser a success:**

Dear _____

I wanted to personally thank you for your time and effort to assist us with the PRISMS Bingo Fundraiser. We appreciated your help and wanted to let you know that we raised \$_____. Those funds will assist PRISMS in ongoing research of Smith-Magenis Syndrome. Without your help, this wouldn't have been possible!

Thanks again for your time and assistance!

Sincerely,
