

BINGO Fundraiser Proposal, Fall 2019

Chairs: Sharon Dudek & Julie Sutton

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Dates: 9/21 or 9/28, 6-830 pm

Theme: Fiesta

Menu: Beef or Bean Taco/Nacho Bar

Beverages: Water, Lemonade, Beer, Wine, Margaritas

We propose to chair a BINGO night fundraiser for St. Martin in the Fields (SMITF) on one of the two above listed dates. The following outlines the planning process as well as volunteer needs.

Overview:

The BINGO fundraiser will raise funds for the general accounts at SMITF. The event will include dinner, raffles and BINGO. We will solicit donations from area businesses for prizes, or purchase prize gift cards from the scripts program if the solicitation is unsuccessful to the degree needed. We plan to have at least 20 prizes for BINGO in the event of multiple winners for some of the games. There will be a silent auction as well as a raffle.

Fundraising Avenues: The following are the suggested donation amounts for each part of the evening.

Dinner \$10 per person/ \$35 maximum per family

BINGO Cards: 2/\$5 or 10/\$20

Adult Beverages: \$5

Raffle Tickets: \$1 or \$2 (to be determined at a later date once we know what the prizes will be)

Dinner Menu and Needs:

As Joel Walker is no longer providing the paper goods in the kitchen, we will need: Dixie 8.5" paper plates (250 count), paper dinner napkins, plastic forks and spoons, 18 oz Solo type cups (240 count).

The Sutton family will donate the cooked taco meat and the beans. The only items requiring warmers/crock pots are beans, meat, and queso. This will not require extensive cooking/prep in the days leading up to the event. Either we can ask for members of the vestry/church to donate these items, or purchase them and submit receipts for reimbursement from the event.

Buffet menu will include:

Beef taco meat, beans (borracho and refried, vegetarian), tortillas or taco shells, chips, salsa, pico, diced tomatoes, shredded lettuce, sour cream, shredded cheese, queso, and jalapenos.

For dessert we propose finger foods such as cookies, brownies, or cupcakes.

Adult Beverage options will include an assortment of beer and wine. We will need 10 oz plastic cups for wine and margaritas. A margarita machine can be rented for \$200, the cost for the

drink mix is \$20/5 gal (plus 2 1.75 L of alcohol). This yields about 90, 9-oz drinks. We might not make much money on this endeavor, but it might be appreciated. Margarita Masters (Brenda, 972-642-0011)

Prizes

In order to offer the most enticing prizes we can for this event, we suggest soliciting donations from area businesses. We have created a spreadsheet with about 100 restaurants in the area and this can be split up among several people to ask for donations. Our hope is to have at least 20 gift certificates/offers worth \$20 or more that would appeal to the general population. Any additional items we receive (i.e. physical items, or items that are gendered in some way) could be packaged together into baskets for the raffle or silent auction. Raffle tickets will be sold for \$1 or \$2 to be determined once we see what items will be in the raffle.

Silent Auction

Previous events including a silent auction were a success and for this reason we suggest including one as an additional revenue stream. Parishioners who make a hand-crafted item, or those who have items such as season sports tickets (where they might have tickets for a game they cannot attend) will be encouraged to donate items to the auction. Brooke Casey has already committed to donating something related to her photography business. Donation letters (for tax purposes) can be given for such donations.

Table Sales

An additional revenue source (that would occur in the weeks just prior to the event) is to sell tables of 8 seats. This would not be advertised until the beginning of September. We propose charging \$300 for such a table with the following benefits included in the cost:

Dinner for 8	\$80
80 BINGO Cards	\$160
24 Raffle Tickets	\$48
8 Drink Tickets	\$40
Prize basket	\$50 (min)
Picking a table prior to the event	
Total Value	\$378

Volunteers

Putting on such a large event means will need all hands on deck to see a successful fundraiser below are our projected needs in each area.

Event Day

Type of Job	Times Needed	Notes
Cashier	5:30-7	1 iPad for each pair of cashiers
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Cashier*	7-815	1 iPad for each pair of cashiers
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Floating Cashier	7-815	Needs iPad
Emcee	530-830	
SetUp	10am-Noon	
SetUp	10am-Noon	
SetUp	10am-Noon	
SetUp	10am-Noon	
SetUp	10am-Noon	
Food Prep/Food Setup	4pm-545	
Food Prep/Food Setup	4pm-545	
Food Prep/Food Setup	4pm-545	
Food Prep/Food Setup	4pm-545	
Clean Up Crew	830-10pm	
Clean Up Crew	830-10pm	
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ChildCare**	530-9pm	Needs to be Safeguarding compliant
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Bartender	530-830pm	
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*The cashiers at the last shift should be Vestry members to help count and deposit the money in the safe.

Lead-Up Volunteers

Some jobs need to be completed prior to the day of the event. Here are the helpers we need then.

Type of Job	Notes
Prize Patrol	Solicits donations from area businesses using letter provided by SMITF. Gives donations and updates to Sharon and Julie on a weekly basis. Makes notes in the shared Excel File to avoid duplication.
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Silent Auction Solicitor	Contacts members of SMITF who might donate items to the silent auction.
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Prize Organization	The week prior to the event works with Sharon and Julie to organize prizes/Auction items
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Pre-school/Soccer Team Liaison	Communicates with the pre-school and the Southlake Fever to invite them to the event.

Permits

The state of Texas requires a temporary BINGO permit for all events involving the game, even those at religious organizations. The permit costs \$25 and can be found at <https://statutes.capitol.texas.gov/Docs/OC/htm/OC.2001.htm#2001.102> and <https://www.txbingo.org/export/sites/bingo/Applicants/> As they required copies of our IRS forms and information from the city clerk we suggest this be an item for the Church Office to complete at least 90 days prior to the event (6/21 or 6/28). FORMID 20 is the form to be completed and the 15400 Religious Society Guide contains instructions. We must provide all information up to, and including page #21. The information on page #22 and on is for a permanent application. Information regarding this was given by Kim at 800-246-4677 (Texas Lottery Commission).