Everyone enjoys an evening of games to get their adrenaline running. At any moment your chance to yell BINGO might be just around the corner.

This is a simple event to organize because you just require a room with sufficient space to host the event. It could be your church hall, school hall or your clubhouse. It is also a great opportunity to go out with family and friends.

Just follow these steps:

• Advertise two months in advance, as most people tend to have a busy schedule.

• Ask around for prizes.

• Ask for RSVPs and approximately how many players would join.

• Prepare your equipment according to this number.

• Depending on the location, mention that there is a limited availability of seats.

• Find a host/MC who will keep the evening fun and animated.

• Ask for an entrance fee which includes a certain number of bingo cards.

• Sell snacks and drinks throughout the evening.

• Have 3 baskets of items (depending on their value) as prizes. You usually require three prizes per round for the 1st line, 2nd line and full house. Full house gets the best prize.

• You need enough seats and tables plus renting or borrowing the bingo set for the evening.

Good Luck!