**Cider Mill PTA Job Description**

Family Bingo Night

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| 2016-2017 | Jackie Couch  Susan Price | jackie.couch13@gmail.com  sprice14@optonline.net |
| 2017-2018 | Jackie Couch  Susan Price | [Jackie.couch13@gmail.com](mailto:Jackie.couch13@gmail.com)  sprice14@optonline.net |

**Overview:**

Family Bingo Night is held on a weeknight in the late Fall or early Winter.

**Budget:** This event is meant to break even – which means all money raised is in theory meant to cover your costs. A small profit can be made on food/snacks sales and other items.

**Role:**

Co-Chair’s role is to plan and execute this event. This includes securing the date and adding it to the school calendar, dealing with the logistics of holding the event in the cafeteria, buying all bingo supplies and snacks. It also includes marketing the event to the CM community and organizing registration. You will need to also recruit volunteers to help the night of the event.

This role is a short-time commitment. It involves preparation before hand and in the weeks leading up to the event.

A full briefing document is available and there will be a turnover meeting with the old Committee Chairs so that you are fully prepared for this role.