



ROLE BINGO

Decide what needs doing, and who will do what



One of the key parts of organising an event is dividing up work and who does what. Role Bingo helps a group agree what needs to be done, and makes allocating tasks less formal, and more fun.



★ **Role Bingo** ★

Team sheet

Deadline: 12/05 FIND A VENUE Who: SUE ✓	Deadline: 12/05 CATERING Who: ED ✓	Deadline: 13/05 BAND Who: SUE ✓	Deadline: 14/05 PETTING ZOO Who: SUE ✓
Deadline: 15/05 EGG HUNT Who: SUE ✓	Deadline: 12/05 EVENT PROMO Who: FIONA ✓	Deadline: 11/05 POSTER DESIGN Who: FIONA ✓	Deadline: 10/05 RENT TENT Who: MATT ✓
Deadline: 15/05 RAFFLE Who:	Deadline: 14/05 EGG PAINTING Who:	Deadline: 12/05 KITE MATERIALS Who:	Deadline: 11/05 PLAYGROUND FUNDRAISER Who:
Deadline: 10/05 GUIDE DESIGN Who:	Deadline: 14/05 EASTER BINGO Who:		

Co-designed in Scotland

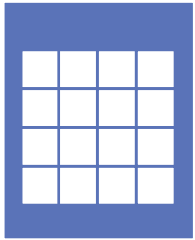
This tool is co-designed with members of community organisations on the Isles of Mull and Iona, and the Kyles of Bute.



A full house?

Once you've given this tool a try, text **Leapfrog** to **07537 414393** to answer 5 simple questions.

YOU WILL NEED:



1x Team sheet



Enough Individual sheets for everybody on the team



Pens for everybody



A

Fill out the **Team sheet** with agreed tasks. You may have decided them earlier, or you may want to brainstorm tasks as a group. Give all the tasks you can deadlines.



B

Hand out the **Individual sheets** to everyone in the group, then start to play: Call out the tasks at random, and write down who steps forward for each.

People stepping forward should note down the tasks they agree to on their "Participant" sheets.

Once someone fills their individual sheet they should shout "Bingo!" and are not allowed to take up any more tasks.



C

Bring the sheets to future meetings and cross off tasks as they get completed.