

You don't have to go to your local VFW for a rousing game of Virtual Bingo – just the internet!



United Way
of Greater Topeka

Virtual Campaign Toolkit

Virtual Bingo

Instructions:

- 1** Send an email to invite employees to participate via email or posting on the company intranet or on a page in Microsoft Teams or Google Drive. Also inform them of the entry fee to participate and how to pay the fee.
- 2** Decide what platform you will use to post your number, word, or phrase for each drawing. You may also draw more than one number, word, or phrase as a bonus for your participants, and to speed the game up as needed.
- 3** Advise participants to alert you via the digital platform you use as soon as they hit B-I- N-G-O vertically, horizontally, or diagonally across their card.

Supplies Needed:

- One bingo card for every participant. You can have bingo cards automatically generated at the following sites. There are options for customizing your set of bingo cards.
<https://myfreebingocards.com/>
<https://bingobaker.com/>
- A number, word, or phrase for each blank space on your bingo card. Both websites will randomize each bingo card so that no two are alike.
- Digital platform that is available to all participants. Could be your company intranet, a page on Microsoft Teams, Google Drive, etc.

Questions?

Contact Marty Hillard, Director of Workplace Campaigns
MHillard@unitedwaytopeka.org, 785.228.5117

Suggested entry fee: \$5

Our recommendation is to have your participants keep their cards marked rather than starting each game of Virtual Bingo from scratch. They will have an easier chance of winning a future game should you choose to have multiple games

- 4** Email employees to advise them of your schedule and what platform you will use so that they can anticipate each drawing. Keep a record of what's been drawn previously and include it in each update!

Access:

Need access to and ability to use computer and internet.

Ability Issues

Those who suffer from vision impairment or total vision loss.

Mobility Issues

None, excluding access and ability to use computer and internet.

Equity considerations:

Use words and phrases that are appropriate for your workplace. You can also just use numbers to save time in creating your bingo cards.

Suggested Prizes

- Gift cards to local businesses and restaurants
- Time off from work
- Company-branded swag items, i.e. t-shirts, thermoses, lanyards, etc.
- An ideal parking spot if they are working in-office
- Event tickets
- Gift credit cards
- Gift cards to online merchants

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