

Important Information for all Aces Bingo Workers

- *No Cell Phones, on the floor with the runners.
- *All counter people must go to the break room to use cell phone, never have it out behind the counter
- *If needed cell phones can be left with the paymaster, then they can be checked on a random basis.
- *No earphones are to be worn when working a bingo.
- *All runners please stay apart when on the floor, and keep moving around.
- *All workers receive one drink per session of bingo.
- *All breaks are too Okayed by the bingo supervisor and only one person on break at a time.
- *Bibs and aprons are to be turned into the paymaster so we are able to keep track of breaks, do not leave at Nevada Booth.
- *All beverages or food must be kept in the break room – do not carry them around with you while on the floor.
- *If a runner or microphone person hears a bingo – Yell bingo so the caller does not miss it.
- *When cashing in paper – do so ONE at a time; never have a line up at the counter.
- *When you sell out of a certain game - go back to the front counter to buy more cards as soon as possible.
- *Counter people – when you are running low on paper, tell the supervisor immediately so he or she can get you more cards.
- *No one from the charity is allowed to purchase Nevada tickets during the session you are working.
- *3up double win books must be held up in the air so that the caller can see that it is a double win book.
- *When a runner gets to the bingo, please hold up your arm so you are visible to the caller.
- *No standing around visiting at the Nevada booth.
- *No runners behind the front counter when purchasing more paper.
- *If suspicion of any worker is under the influence of drugs or alcohol you will be asked to go home without any payment.

Radio People

*Charity reps – write all the names of your radio people down for the caller.

*No Cell Phones on the floor with radio people.

*When the red light flashes on the radio, this means the battery is dead and needs to be changed. Take it back to the supervisor to exchange.

-3up double win books must be held up in the air so that the caller can see that it is a double win book.

*If needed, check more than one bingo at a time.

*Talk to the supervisor if you are unsure of something – they are here to help.