

# Welcome to

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# EMPLOYEE HANDBOOK

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We're so glad to have you join the Atomic Family! This guide is meant to provide our callers the information to help you get off to a great and entertaining start.

## WHO WE ARE

### Our Mission

Atomic Bingo is an entertainment company that provides sweepstakes bar bingo for venues at a cost to the venue. To be able to play Bingo in a venue with gaming machines we must play by the following rules. The players must always play for free. The venue cannot require the players to make a purchase to play. There is only one card per person. Since the players do not risk any money, Atomic Bingo isn't considered gambling.

### The Team

We have an exciting team from our owners to the callers. The following is a list of our team members and their contact information.

Frank Peppas	- Owner <a href="mailto:Frank@atomicbingo.net">Frank@atomicbingo.net</a>
Ray Lind	- Owner <a href="mailto:Ray@atomicbingo.net">Ray@atomicbingo.net</a>
Frank Rannie	- C.O.O., C.F.O. Regional Manager Valley Email: <a href="mailto:Rannie@atomicbingo.net">Rannie@atomicbingo.net</a> Phone Number: 815-276-6638
Stevie Camiliere	- Director of Business Development/Director of Fun, Regional Manager Northwest , Rockford Email: <a href="mailto:Stevie@atomicbingo.net">Stevie@atomicbingo.net</a> Phone Number: 630-697-2862
Sem Muminovic	- Office Administrator Email: <a href="mailto:Sem@atomicbingo.net">Sem@atomicbingo.net</a> Phone Number: 630-835-1661
Fred Stadler	Regional Manager: O-Hare Phone Number: 630-624-4545 Email: <a href="mailto:Jock@atomicbingo.net">Jock@atomicbingo.net</a>

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Jock Schloss                      Regional Manager: Chicago North  
Email: Jock@atomicbingo.net  
Phone Number:773-463-8452

Charlotte Scheffler              Regional Manager: Joliet  
Email: Charlotte@atomicbingo.net  
Phone Number: 630-998-3791

Kim Doehring                      Regional Manager Central  
Email:  
Phone Number: 217-372-4383

## WHAT YOU SHOULD EXPECT AS A NEW HIRE:

### New Hire:

All Atomic Bingo employees are 1099 employees. Atomic Bingo will supply you with a 1099 tax form at the beginning of the year for the shows you worked the previous year.

### Training:

All new show managers (Bingo Callers) will go through our training program. All new employees will receive a flat training pay. All new employees will receive a *Bingo Bible*. Inside of the *Bingo Bible* you will find W9 for you to fill out, a new hire form, a sample of the weekly sheet, jackpot form, jackpot presentation form, and a W9 form for a jackpot winner. This *Bingo Bible* NEEDS to be with you at all shows. If you get a jackpot this will have all the paperwork for a jackpot win. I suggest you keep the *Bingo Bible* inside your backpack. You will be required to watch any and all employee videos. You will have show training. Your regional manager will set up where you will go for your show training. Show training usually takes two shows.. Some people require more. At this training you will need to be at the show before, during, and after the show to see all aspects of a show. You will be required to host the show. The trainer that you are assigned to will be observing you and will make suggestions to help make you a better show manager. Trainor and regional manager will be the ones who will decide when you have completed your training. Your regional manager will assign your shows.

### Supplies and Equipment:

Once your training is complete you will receive all of your supplies and equipment needed to host a bingo show. You will receive the following supplies but not limited to: Chromebook, backpack, HDMI cable, HDMI to USB-c converter, speaker, microphone, XLR cable (when needed, some speakers have built-in wireless microphones and do not require an XLR cable), brick(s) of bingo cards, and daubers.

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## THINGS TO KNOW ABOUT ATOMIC BINGO SHOWS:

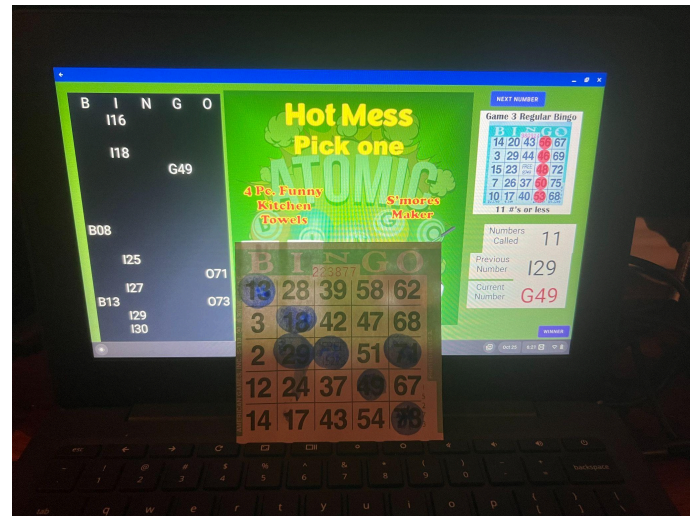
### Payments from venue and payments to callers:

- **Types of payments from venues:**
  - Check at end of show
  - Cash at end of show
  - Prearranged monthly payments
- **Caller pay**
  - Venue pays caller at end of show via second check (doesn't happen often)
  - If the venue pays cash your show pay for that show can be taken out of cash. Make sure this is noted on your google payment sheet.
  - Atomic bingo pays you. The following things **MUST** happen in order for you to get paid. Once these have been completed and you notify Frank Rannie via connecteam private message your payment will be processed. Payments are made on monday evening. If everything is not completed when Atomic Office Admin. makes payments you will need to wait until following monday.
    - You complete a full show.
    - You submit your show via connecteam
    - Cash and or checks must be given to a regional manager or Atomic Bingo Admin.
    - You must fill out your google time sheet.
    - Send a message on Connecteam to Frank Rannie that all has been completed.
    - Atomic bingo functions on a Sunday - Saturday work week. No payments will be made until the week has been completed.

### Types of Prizes:

- **Sub-Atomic Prizes:** (This is for following regions Central, Chicago North, Northwest, Joliet, O-Hare, Rockford) These are the prizes we supply for each week's bingo show. We supply 2 prizes every week of bingo. Contact your regional manager for how these prizes are distributed to you.
  - Generally these prizes come to you in the form of an 8 Week bag cycle. There will be 8 prizes and 8 bottle lights. These bottle lights are to be placed inside of an empty bottle supplied by the venue.
- **Venue Food Certs:** Venues that have a kitchen have food certs. Atomic Bingo creates and prints these food certs and will get them to the appropriate regional manager. The regional manager will distribute them to the show manager. There are terms and conditions to these food certs. Please refer to a food cert and become familiar with the terms and conditions.

- **Sponsored Prizes:** These are certs that are similar to venue food certs but are for outside businesses who have donated these prizes to our shows. These certs also have terms and conditions that need to be followed. Your regional manager will also let you know things like, but not limited to, how many of each cert you can give away at your show.
- **Atomic Prizes:** Atomic prizes are higher end prizes that might not be won at every show. The players can win these prizes by getting the predetermined pattern for that game within the predetermined numbers drawn for that game. Most of these Atomic prizes are ordered from Amazon. If you have an Atomic prize winner at your show you are required to do the following.
  - Take a picture of your screen and card.
  - Take a picture of the winner and the card.
  - Get the following info from the winner: First and Last Name, Full Address, Phone Number, and Email. This is all the information we need to order a prize and ensure the winner receives the prize they won.
  - If there are choices of Atomic prizes for that game, you need to ask the winner which prize they want.
- **Tiebreaker Prizes:** These are prizes that we supply the show manager to give in case of a tie during any given game. See ***Tiebreaker*** on how to conduct a tiebreaker.
- **Jackpot:** During game 10 the players are playing for our progressive jackpot. Each week the jackpot increases by a predetermined amount. After a predetermined time, the numbers will increase as well. Contact your regional manager for how the jackpot increases in your region. If you get a jackpot winner, you **MUST** do the following things:
  - Halt all play and have a potential jackpot winner bring his/her card to you.
  - Verify that all the numbers on the card have been called in the predetermined amount of numbers drawn.
  - Once you verify that it is a valid win, have the employee in charge of the venue come and also verify the win.
  - While the venue is verifying the jackpot win, call Frank Rannie @ 815-276-6638 and inform him that there is a jackpot winner. If Frank is not available, contact Stevie Camiliere @ 630-697-2862 and inform him of the jackpot win. **A JACKPOT WIN IS NOT VALID UNTIL IT IS VERIFIED BY ATOMIC MANAGEMENT!**
  - Take a clear picture of the card and screen.



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- Text the person you contacted (Frank or Stevie) the picture of the card and screen to have the win verified. At this point, contact your regional manager of the win.
  - Open your *Bingo Bible* and take out all the jackpot paperwork. Have the appropriate people fill out all paperwork.
  - Once you have paperwork completed, send a text with a clear photo of all the paperwork. Once all paperwork has been verified that it was properly filled out, the winner can go home. The following week will be the presentation and the winner will receive their check.

**Understand that any attempt to alter the outcome of a bingo game resulting in a cash payout in excess of \$500 is a Class 3 Felony. Anyone attempting to intentionally alter the outcome of any game regardless of the prize will be prosecuted to the full extent of the law.**

### Tiebreaker:

In the case of a tie, this could be between two people or five. You need to do something to determine the Sub-Atomic prize winner since there is only one Sub-Atomic prize per game. Each winner who does not get a Sub-Atomic prize can be given or choose one of the tiebreaker prizes. A few different kinds of bingo offs that are preferred include:

- **Bingo off:** When multiple people win, keep calling numbers just for the people who tie. If neither have the number or both have the number call the next number until only one has the number called. This person would be the winner.
- **Choose a number not called:** Have the players who won pick one of the numbers that have not been called yet. Keep calling the numbers until one of the numbers they pick has been drawn. This is nice to use for patterns that have a large amount of numbers drawn.

### Connecteam:

Connecteam is Atomic Bingo's main source of communication. Connecteam has multiple functions for our company.

- **Communication:** This is where Atomic Bingo will be giving all of its host and managers all updated information about Atomic Bingo.
- **Reorder food certs:** There is a Form for needing more Food Certs. All food certs printing is outsourced and needs a three week window to receive.
- **Show Submissions:** You need to submit your show at the end of the night. If your show was canceled then you still are required to submit. This is where you will notify the office that you had an Atomic Prize winner. You **MUST** get all the correct information from the winner as all Atomic Prizes get mailed directly to the winners. If you are a repeat offender of not submitting on time, submitting wrong winner information, ETC There will be disciplinary actions which could include termination. Atomic Bingo Suggest that you use the form for submitting your show during your

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show. This way you can enter game draws, and Atomic Prize winners as they happen to help reduce any information missed or inaccurate.

- **Weekly Sheets:** You can find on connecteam in the group chat called weekly sheets. You will find two things here. A generic sheet that lists all of the current prizes, jackpot is left blank so this sheet can be used for all weeks. There is also a picture of what the current jackpot is. Feel free to print this sheet and use it at your shows. Atomic Bingo does not need a copy of this sheet; it is purely for your use. This sheet does not count as a submission in any way.

## **PLAYER ELIGIBILITY:**

### **Age Requirements for Atomic Bingo:**

All Players must be 21 to play Atomic Bingo. Some shows are considered Family Shows and under 21 can play at those venues, but they get a special card and are not eligible to win Atomic prizes and/or jackpots. All players must follow the rules and patterns for each game. If someone looks like they are under the age of 21 you will need to see their ID.

### **Employees of The Venue:**

Employees of a venue who are “on the clock” at the venue are not allowed to play Atomic Bingo. Employees who are off shift are allowed to play with the permission of their management. Venue owners are not allowed to play Atomic Bingo.

### **Atomic Bingo Employees:**

Once someone becomes an employee of Atomic Bingo, he or she can no longer play Atomic Bingo. When you are no longer an employee of Atomic Bingo you can play Atomic Bingo for Sub-Atomic Prizes, but you cannot win any Atomic prizes or jackpots. In addition, spouses of Atomic Bingo employees are not allowed to win any Atomic prizes or jackpots.

## **CARD & BINGO ETIQUETTE:**

To stay within the rules of Sweepstakes Bingo, every player must have a fair and equal chance to win. No player can have more than one card. Atomic Bingo, Atomic Bingo employees, and/or venue employees CANNOT charge anything to play bingo. Under the rare circumstances a “Water Drinker” will be at a show, we must let them play. There is absolutely no illegal gambling allowed during or related to Atomic Bingo Shows. Atomic Bingo could lose the ability to host bingo shows, the venue could lose their gaming license, and the person gambling could be prosecuted to the full extent of the law if the rules of Sweepstakes Bingo are not followed.

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## **Playing Multiple Cards:**

Players at no point can play with multiple cards. Someone might say “my friend is in the bathroom.” Our App shows all of the numbers called for that game. If someone must go to the bathroom, they can either catch up when they get back or wait until the next game.

## **Relinquish The Card:**

If a player decides that they do not want to play by the rules we have predetermined, we do not need to let them play. We must take away the card and dauber. If there is a confrontation, get the manager of the venue involved. If management is not helping, contact your regional manager.

## **Venue Management Asking to Disobey Rules:**

If at any time any venue employee asks you to disobey these rules, explain that you cannot do so. Give them your regional manager's name and phone number and have them talk to the regional manager about this.

## **Players with Special Needs:**

If you have a player with special needs who need assistance playing bingo, it is ok for another player to help them and play their own card.

## **Interacting With Your Crowd:**

Before, during, and after your show interact with your players. You will see a lot of repeat players and you will have players who want to follow you to other shows. It is highly recommended that you talk to your players before and after your show. You do not need to spend hours with these players and/or give them any of your personal information. Feel free to create an extra facebook profile (for example: “Atomic YOUR FIRST NAME”). During your show, interact with your players. Keep it exciting, learn or create your own bingo lingo. Keep your show clean. Your players can say and do whatever they want within reason. If a player gets out of hand, let the venue management handle that situation.

## **Pacing:**

You will need to watch your timing. Putting about a 4-6 second pause in between each number call will help keep track. Over time you will learn the timing of your (2) 15 min breaks, one each after games 4 and 8. This way you can always give the venue their full 2 hours of show time.

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## HOW A SHOW IS CONDUCTED:

### Pre Show:

Prior to your show, make sure The Atomic Bingo App is up to date. If you want to use it or your regional manager requires you to use a game sheet, print it prior to leaving for your show. Once you arrive at your show, make sure you let your venue manager know you have arrived. Set up all your equipment and make sure that it all is fully functioning. Once your setup is complete, figure out what Sub-Atomic prizes you will be giving away for each game. You want to keep track of and have an accurate number of people playing bingo. This is information that is pertinent for office staff.

#### **I Think I Might Be Late, What Should I Do?**

**If you think you might be late, call your regional manager IMMEDIATELY! You or your regional manager needs to call the venue and inform them of your tardiness.**

### Show:

At the time your show starts, walk around the venue and pass out one bingo card per person along with a dauber. All players must be 21 to play bingo unless your show is a Family Atomic Bingo Show and there are special cards for the kids. The back of game 10 card must be initiated by the player with a pen or the dauber. This is needed if the jackpot is won for verification. Once you have passed the cards out, start your show with an introduction video (when available) which will highlight any sponsors, what games and patterns we play, Atomic prizes, etc. Then start game 1. Call numbers from the bingo app until someone calls bingo. Once bingo is called, halt play and have the potential winner bring the card to you. When you verify the win it is in best practice to repeat the potential winning numbers into the microphone to verify the win. Once the bingo is verified, give the winner their prize. Each game has an Atomic prize that can be won. The players can win the Atomic prize if they get bingo within the number of draws for each game. Continue this process until you complete game 4. After game 4, you take a 15-ish minute break. During this break, play the intermission video (when available). When you announce you're going to break, you want to say something like, "Okay, we are going to take a 10-15 minute break. See your bartender and/or server, get some food, get a drink, and visit the gaming machines." When you return from your break, say something like, "Okay guys, let's get back to bingo!!! If you don't have a card and a dauber come see me and I will give you one." Continue games 5 - 8. Once you complete Game 8 you take another 10-15 minute break like previously. Once you're back from break, continue games 9 and 10. Once all games are complete, thank everyone for attending your show and invite them and their friends to come again next week.

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## Atomic Prize:

If you have an Atomic prize winner, you are required to get the following information:

- Take a photo of the screen and the card with both the numbers and screen readable to prove a winner (see example).
- Get winners first and last name, full address, phone number, and email address.
- Take a photo of the winner and the card. This is highly recommended for us to potentially use on Facebook and other marketing tools.



If you have a tie during a game and its within the numbers drawn for the Atomic prize, follow these steps:

- Verify the win.
- Take individual pictures of the screen and each card.
- If the prize value is under \$100.00, each winner wins the prize.
- If the prize value is greater than \$100.00, conduct a tie breaker and the winner of tie-breaker wins the prize. The other winner wins a \$100 Amazon gift card.

## Players Arriving Late:

Players can get bingo cards up until the conclusion of game 6. Players who arrive after game 6 cannot get a bingo card. This is to eliminate players who come to try and just win the jackpot.

## After Show:

Once your show is complete, you must do the following things prior to leaving the venue:

- Thank everyone for coming and invite them back for the next show there.
- Collect payment from the venue.
- Collect daubers and pack up all your equipment.
- Submit your show.

## Submitting Your Show:

You need to submit your show at the conclusion of your show. You do this on Connecteam and MUST be filled out fully and correctly at the end of your show.

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## CANCELLATIONS:

If a show is canceled prior to your arrival, the show is just canceled. If your show is canceled after you have arrived at the venue, then the venue owes \$35.00. This fee goes straight to the caller. Caller is reasonable for collecting this fee from the venue before submitting a “no bingo show” submission.

## GAME PATTERNS:

**ATOMIC BINGO PATTERNS**

**Games 1,2,3,5,6,8 Regular Bingo**

**Game 4 Picture Frame**

**Game 7 Number 7**

**Game 9 Double Bingo**

**Game 10 Cover-All**

**Games 7 is ONLY the pattern as shown.**  
**Regular Bingo is ether horizontal, vertical, or diagonal.**  
**Double Bingo is two Regular bingo's any direction**

The graphic displays five 5x5 bingo cards with various patterns of colored dots (red, blue, black) and a star in the center. The background is a collage of bingo cards with the word 'BINGO' and numbers visible.

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## Glossary of Terms

**App:** This is the software we use that is loaded on your Chromebook.

**Atomic Prize:** A prize that can be won during a bingo game if the winner gets bingo in the predetermined amount of numbers called.

**Bags:** This is referred to as the package for distribution of prizes by some of the regional managers.

**Bag Cycle:** This is the time frame of when bags are delivered to the callers from the regional manager. Example: 8 week bag cycle would have 16 prizes in it.

**Bingo Bible:** This is a folder that contains all paperwork needed to conduct a bingo show.

**Bingo Off:** A way to get one winner if there is a tie during a bingo game.

**Brick of Cards:** Generally a plastic wrap of cards. Each plastic wrapped group of cards is usually 300 cards in a stack.

**Chromebook:** The device we use to run bingo software.

**Dauber:** What the player uses to mark their bingo card.

**Draw:** This is how many numbers have been called during a game of bingo.

**Food Certs:** These are Sub-Atomic prizes that are given to the winner of a bingo game.

**Game Sheet:** This is found on our website ([atomicbingo.net](http://atomicbingo.net)) that you can print and it will show you what prizes, draws, and pertinent information you need for your bingo show. A sample will be found in your *Bingo Bible*.

**Gaming Company/Terminal Operator (T/O):** Most venues have gaming machines. The gaming company/T/O can be very beneficial to your bingo show cause some supply is with extra swag (prizes).

**HDMI:** Is generally the cable we use to connect to the TV at a venue.

**HDMI to USB-C Converter:** most of our Chromebooks do not have an HDMI port. We supply the caller with a converter from USB-C to HDMI.

**Heckler:** This person can come in many different forms. Usually this is someone who likes to yell and cause trouble at your show. If this becomes a problem, inform the manager that is working at your venue and have them correct the issue. If the issue continues and the venue will not solve the issue, contact your regional manager.

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**Microphone:** The device that you hold to project your voice during your show. You connect your microphone to the XLR cable and connect the XLR cable to your speaker.

**Speaker:** What you use to project your voice throughout a venue.

**Sponsors:** These are outside companies that supply us with prizes to give away at our shows in return for the exposure we can supply them.

**Stack of Cards:** A stack of cards consists of 10 cards. They are generally in the correct order of play. The correct order of play is as follows, Game 1 - blue card, Game 2 - orange card, Game 3 - dark green card, Game 4 - yellow card, Game 5 - pink card, Game 6 - gray card, Game 7 - light green card, Game 8 - red card, Game 9 - purple card, Game 10 - brown card.

**Sub-Atomic Prize:** This is a prize that is given to the winner of a game of bingo. Some examples are (but not limited to): prizes that Atomic Bingo supplies, food certs, sponsor prizes, etc.

**Submissions:** This is what you do at the end of the night after your bingo show is done. It informs the office that you hosted a show, how many players you had, and if any Atomic prizes were won.

**Tie:** When you have more than one winner during a bingo game.

**Tie Breaker:** A way to have one winner if there is a tie during the bingo game.

**Tie Breaker Prize:** A prize that is awarded to the person who doesn't win the tiebreaker. Usually this is a prize like a koozie or a key chain.

**Venue:** Where we host our bingo show. This is typically a bar or a restaurant.

**Weekly Sheet:** This is something you print out prior to going to your show and has all the info you need to host your show.

**XLR Cable:** This is the cable that connects the microphone to the speaker.