



Facilitator Checklist

Use this checklist to make sure you complete the necessary tasks before, during, and after your sessions and workshop.

- ___ Complete the Bingocize Training Curriculum (Modules 1-5)
- ___ Pass the Bingocize® Final Assessment
- ___ Download and print your certificate
- ___ Complete the “Bingocize Exercise Demonstration Video” course some time before your first workshop. Remember, the videos are also available on the [Bingocize Facilitator YouTube channel](#).
- ___ Complete the optional “Bingocize Online Facilitator Training” course. There is no need to complete this course if you plan to use the traditional delivery.
- ___ Log onto the *Bingocize® Facilitator Dashboard*. Remember, this is where you can download all the printed curriculum materials and access the web-based app (if you choose to use it). **You will receive an email approximately 2-3 business days after completing the training. If you do not, please email info@bingocize.com.**
- ___ Review contents of your *Bingocize® Box* to ensure everything is there. Remember, no bingo roller, chips, or balls are included in the box. You can order a traditional bingo game from us or another source.
 - ___ 1 facilitator t-shirt
 - ___ 20 stress/therapy balls
 - ___ 20 resistance bands
 - ___ 1 pack of curriculum reinforcement/prizes
 - ___ 1 pack of 20 Bingocize paper cards (feel free to laminate and use dry erase markers to mark the numbers; buttons, coins, etc. also work well)
- ___ Request to join the [Bingocize Facilitator Facebook group](#)



___ Make sure to be observed for delivery fidelity sometime within the first two weeks of your first Bingocize workshop. Send the fidelity checklist to jason@bingocize.com.

You should prepare the following materials before your Bingocize workshop. Remember, each of the workshops has its own materials and all are available for download and printing from the [Bingocize Facilitator Dashboard](#).

___ Bingocize recruitment flyers (these are optional, but recommended to advertise your workshop)

___ Bingocize style guide (use when creating your own marketing materials and advertising Bingocize)

___ EASY Screening Tool

___ Print the Workshop Facilitator Guide and Sessions Packet *even if you are using the web-based app*

___ Exercises with ability modifications (optional)

___ Print the Workshop Bingocizer Packet with health education questions (if using the nutrition or falls prevention workshops)

___ Bingocize game card pack (the Exercise Effort Scale is on the back of each card; a pack of 20 unique cards is included in your Bingocize in a Box, but there are two additional unique card packs available for printing if you need them; no need for these if Bingocizers are using electronic devices)

___ Bingocizer take-home card packet (*not needed for nutrition workshop*)

___ Bingocizer weekly health education sheets (*only needed for nutrition workshop*)

___ Pre-workshop assessment (administer during Session 0)

___ Post-workshop assessment (administer during last session of the workshop)



___ Weekly class attendance form

___ Fidelity Tool (used during your fidelity observation)

___ Bingocizer Certificate of Completion template (this is optional, but recommended)

___ Song list (this is optional, but recommended)

These are some other things you need to remember.

___ Wear your Bingocize t-shirt

___ Prepare your prizes/Curriculum Reinforcements

___ Have a traditional bingo cage, balls, and chips (Traditional delivery)