

BINGO Scavenger Hunt Activity Guide

What is the BINGO Scavenger Hunt?

Play Your Way BINGO Scavenger Hunt is a customized activity meant to encourage employees to move more at work. Through interactive visual cues—this scavenger hunt will promote a well-being culture that includes movement during the workday. Play Your Way BINGO Scavenger Hunt is a game that promotes physical activity in the workplace by using existing office space and common workplace tools (chairs, staplers, etc.) to perform movements at different locations.

Background

Incorporating movement throughout the day is an important way to reduce sedentary behavior. For employees who already move throughout the day, incorporating these simple exercises and stretches can also reduce the risk of injury.

How to play BINGO Scavenger Hunt?

Each employee will get a BINGO card. There are 9 blue movement squares associated with the scavenger hunt. You will be provided with movement cards (posters and table tents) associated with the blue movement squares. As a Champion, your role will be to display them around your workplace in highly visible areas.

Scavenger Hunt: Employees have to find the scavenger hunt movement cards that you post/place around the building. Once they find one, they have to do the movement displayed on the card.

BINGO: When they finish the movement, they get to cross the square off of their BINGO card. Participants who complete all 9 movements complete the challenge.

Instructions

Consider logistics:



- **Check building restrictions.** For this activity, you need to post/place movement cards in shared areas throughout workplace. Make sure to check with management regarding the locations you are planning to display the movement cards and get approval if needed.
- **Plan Timeline.** This activity can be done over various durations of time. There are 9 movement cards. You can choose to hide them all at the same time, or hide one every day, twice a week, or once a week. Choose the duration what works best for you, your colleagues, and the office culture.
- **Order Incentives.** Once they find all 9 movements, participants can be entered in an equal opportunity raffle to win a prize! Prizes can be ordered from well-being@sfgov.org.

Advertise & promote:

- Hang a [promotional flyer](#) in a highly visible location to advertise the BINGO scavenger hunt. Make sure to fill in the PDF with your information. Email well-being@sfgov.org if you need colored copies.
- [Send an email](#) to your employees explaining the BINGO scavenger hunt.

Start playing!

- **Hide the movements.** Display the [scavenger hunt movement cards](#) throughout the workplace. When displaying the movement cards, consider if employees have enough space to complete the movement. For example, if the movement needs a stable chair or desk and if all employees have access to a certain location. For placement location ideas, see the table below.

| Posters | Table Tents |
|---|---|
|  |  |
| <p>Placement Considerations:</p> <ul style="list-style-type: none"> • Near the elevator • Next to the stairs • Above the copier/printer • Break area • On the bathroom door • Near a vending machine • Open space or waiting area | <p>Placement Considerations:</p> <ul style="list-style-type: none"> • Break Area/ lunch room • Near the microwave • On the lunch tables • Near a sturdy chair • On a (willing) employees desk |

- **Give a clue.** Send out an [email](#) when you hide a new movement and encourage employees to take a quick stroll around the office to find and complete the movement. Use the riddles provided in the document to give participants clues as to where you hid the movements.
- **Play BINGO.** Once the scavenger hunt is complete, encourage employees to keep their [Play Your Way BINGO card](#) as a reminder to add more movement to their day.



Tips to encourage Participation

- **Create teams.** Ask employees to create teams that go as a group to look for the movement cards. Let them think of team names, and maybe have a leaderboard to encourage a friendly competition!
- **Take a Selfie.** Ask employees to take a selfie with their completed BINGO card, or when they find a specific movement around the office. Place their selfie into the [Selfie Template](#) and hang the templates up around the office!