

BINGO Bustle Activity Toolkit

What is BINGO Bustle?

Play Your Way BINGO Bustle is a customized activity meant to encourage employees to move more at work. Through interactive visual cues, this mini scavenger hunt will promote a well-being culture that promotes movement during the workday. Play Your Way BINGO Bustle is a game that encourages physical activity in the workplace by using existing office space or virtual office space, to perform different movements.



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 and increase endurance.

How to play BINGO Bustle?

Participating employees will be provided with a BINGO card. There are 25 BINGO Bustle movement squares included on the card. Champions will be provided with individual BINGO Bustle movement squares to display throughout the workplace in highly visible areas, approved for posting, and accessible to participating employees. If working remotely, your role will be to

hide and attach the squares virtually in emails, newsletters, websites, presentations, and other mediums that employees can view.

Objectives

1. **Scavenger Hunt:** Employees will find the BINGO Bustle Squares that you post/place around the building or virtually. Once they find the movement square, they will perform the movement displayed on the card.
2. **BINGO:** When they complete the movement, they cross the square off their BINGO card. Participants who complete the entire bingo card complete the challenge.

Instructions

Consider logistics:

- **Check building restrictions (in-person).** For this activity, you need to post/place BINGO Bustle movement squares 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.
- **Recruit Support for Virtual Meetings (online-platform).** Get management approval and support if needed to add BINGO Bustle movement squares in meetings. Additionally, you can ask to collaborate with others to incorporate squares together. For instance, every division could coordinate to hide the same square in their respective meetings.
- **Be Mindful of Placement.** Be sure to consider who you're inviting to play. Do all invited participants have access to the places you are posting? Does it need an ID card or key? Or do you need to be a part of a team to attend a virtual meeting? Choose places that anyone can access.

- **Plan Timeline.** This activity can be done over various durations of time. There are 25 BINGO Bustle Squares. 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 that works best for you, your colleagues, and the office culture.

Advertise & promote:

- Hang a [promotional flyer](#) in a highly visible location to advertise the BINGO Bustle Challenge. Make sure to fill in the PDF with your information. Email well-being@sfgov.org if you need colored copies.
- Send a [promotional email](#) to your employees explaining the BINGO Bustle Challenge and encourage participation. Maybe have a registration list and draw a raffle winner for people who sign up first!

Start playing!

- ✓ **Hide the movement squares.** Display the [BINGO Bustle Movement Squares](#) throughout the workplace. When displaying the squares, 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.

BINGO Bustle Squares- Placement Considerations	
In Person	Virtual
✓ Near the elevator	✓ Incorporate in presentation content
✓ Next to the stairs	✓ Embed in shared agenda
✓ Break area or lunch room	✓ Embed in email
✓ Bathroom entrance	✓ Highlight in newsletter
✓ Near a vending machine	✓ Share in chat box during meeting
✓ Above microwave	(before or after content, not during)

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| <ul style="list-style-type: none"> ✓ On the lunch tables ✓ Near a seating area with chairs ✓ On an employee's desk (ask for permission) | <ul style="list-style-type: none"> ✓ Screen share during meeting ✓ Post to employee intranet ✓ Share using department social media account |
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- **Give Clues (in-person).** Send out [weekly reminder emails](#) when you hide a new BINGO Bustle Square and encourage employees to take a quick stroll around the office or virtually to find and complete the movement. Use the riddles provided in the document to give participants clues as to where you hid the movements.
- **Set the Challenge.** Choose a goal for a X BINGO, square BINGO, or blackout Bingo!



Once the scavenger hunt is complete, encourage employees to download a new [Play Your Way BINGO card](#) to keep as a reminder for adding movement into each workday and to “play your way”!



Tips to encourage Participation

- **Create teams.** Ask employees to create teams that look for or complete the movement cards together. Let them think of team names, and maybe have a leaderboard to encourage a friendly competition! Alternatively, employees can also partner up with another person and have a “BINGO Buddy” to complete the challenge.
- **Take a Selfie.** Ask employees to take a selfie with their completed BINGO Bustle card, or when they find or complete a specific movement around the office. Place their selfie into the [Selfie Template](#)
 - Display the selfies around the office
 - Share them with the team in email updates (ask for permission first)
 - Highlight selfies during meetings with a brief shout out
 - Post or spotlight on the workplace social media page (ask for permission)
- **Order Incentives.** Once they find all movements or complete the bingo card, participants can be entered in an equal opportunity raffle to win a prize! Prizes can be ordered from well-being@sfgov.org.

Need additional support? Contact well-being@sfgov.org