

# FLOOR

## BEGINNING OF THE SESSION

Working on the floor will be one of the first areas you learn at Carlton Bingo. This gives you the chance to learn about bingo, meet customers and get a feel for the club you're working in.

1. The first task in most clubs is to make sure the Zone Boxes have been put out for the session beginning
  - These are the metal boxes that **lock into place** at the end of the zones, they collect all money deposited through the zones.
  - If the zone boxes have not been locked into place, they can be easily removed making them a target for theft.
2. The next task is to tray up coins for the MCB float.
  - The MCB controller will give you bags containing £500 worth of pound coins
  - You should prepare by making sure you have enough plastic coin trays for this money; each tray can contain £100. This is split into 'bundles' of £5 each.
  - You should fill the coin trays with the money from the bag – if there are any discrepancies, you need to report this to the MCB controller so that they can note this in their float.