**TriviaHub Templated Run-of-Show (4 rounds/90-minutes)**

**Introduction**

This is a barebones template that can be used to plan your event. The purpose is to fill it out so both your organization and TriviaHub know how the event will be run. The Left column is a time estimate only, the middle column is details on what will be happening in the event, and the third column is for you to add names of speakers, or file names and time estimates.

There are several [bracketed] places you can add fun engagement activities during your event to build out the run-of-show. Some ideas include:

* Raffle, door prizes or drawings
* Award announcements or donation updates
* Marketing or other fun videos
* Dance breaks
* PowerPoint slideshow
* Sponsor or other speech
* Other ideas you might have!

In the below template, please complete any [bracketed] areas prior to your preparation meeting.

***\*Please note:*** *Our hosts are facilitators only.  They do not speak on behalf of any organization, solicit donations, or make announcements other than those related to trivia.  We do not give them scripts to read.  It is recommended that someone from your company/organization acts in this role if you find your event requires content outside of the purchased trivia.*

* **What prizes will the trivia winners receive at your event?**
	+ 1st prize = [enter prize here]
	+ 2nd prize = [enter prize here]
	+ 3rd prize = [enter prize here]

| **~ Time** | **Action Item** | **Speaker/Files** |
| --- | --- | --- |
| -0:15   | **Host opens room early (only those on the list above will be admitted)** - and arrives to talk about last minute stuff! Recommended to go over prizes, name pronunciation, anything special. We do not recommend inviting guests to join during this time. It is your time to talk to the host. | List of Speakers/Organizers to enter early: |
| 0:00 | **Attendees arrive and settle in** - Many organizations will create a welcome PowerPoint slide to display as players are gathering.  | [optional welcome slide] |
| 0:05 | **Welcome remarks**: We recommend having someone from your organization, or a sponsor speak. This can be pre-recorded if you wish. | [Speaker Name] |
| 8:00 | **Trivia host begins with housekeeping** |  |
| 12:00 | **Registration Breakout – Captains click link in chat to register their teams** |  |
| 16:00 | **Round 1 trivia questions read** |  |
| 21:00 | **Round 1 Team Breakout Session (6 minutes)** |  |
| 27:00 | **First** **grading break -** During this time, your host will be grading, and will be unavailable to run active content.  They can run passive content that is “set and forget” (e.g., a recorded video, automated slideshow, etc.). If you have active content, someone from your organization should be available to facilitate it. | [Optional Client Content] |
| 30:00 | **Answers and leaders announced** |  |
| 33:00 | **Round 2 trivia questions read** |  |
| 38:00 | **Round 2 Team Breakout Session (6 minutes)** |
| 44:00 | **Second grading break –**During this time, your host will be grading, and will be unavailable to run active content.  They can run passive content that is “set and forget” (e.g., a recorded video, automated slideshow, etc.). If you have active content, someone from your organization should be available to facilitate it. | [Optional Client Content] |
| 47:00 | **Round 2 Answers and leaders announced**  |  |
| 50:00 | **Round 3 trivia questions read**  |  |
| 55:00 | **Round 3 Team Breakout Session (6 minutes)** |  |
| 1:01:00 | **3rd grading break** | [Optional Client Content] |
| 1:04:00 | **Round 3 Answers and leaders announced** |  |
| 1:07:00 | **Round 4 Trivia Questions read** |  |
| 1:13:00 | **Round 4 Breakout Session (6 minutes)** |  |
| 1:19:00 | **4th and Final grading break -** During this time, your host will be grading, and will be unavailable to run active content.  They can run passive content that is “set and forget” (e.g., a recorded video, automated slideshow, etc.). If you have active content, someone from your organization should be available to facilitate it. | [Optional Client Content] |
| 1:22:00 | **Round 4 Answers and final winners announced!** |  |
| 1:25:00 | **Event wrap-up - -** We recommend having someone from your organization speak to thank everyone for playing and say goodbye. | [Speaker Name] |
|  |  |  |
|  | ***Buffer Time*** |  |
| 1:30:00 |  **Event closes – after about 3/4 the room has left, our host will close the call** |  |