

## Hosting Instructions

**Note:** I have placed quotes as to how to announce throughout the game. They are meant to be an outline to show you what to say. You do not need to read directly from the script. Instead, be yourself and show off your personality. Your personality is your best feature 😊.

This document is meant to help you get started, but after hosting a few times, you will not need it anymore because you will know exactly what to do.

Use this hosting instructions packet as a supplement to the host training videos. With the videos and this document, you will be able to host flawlessly on your first try!

### Arrive and Set Up:

- Lay out Large Sheets of paper, pens, and stacks of 10 of the small sheets of paper.
  - Players will take a full stack of papers, a big sheet and a pen with them to their table for the game. The big sheet is just for them. The small sheets are what they turn into you with the answers on them.
    - If you have the sheets for email sign up, set them out and encourage players to put their team's name and email address on the sheet. They will get bonus points tonight + I will send them three free answers to the game next week!
- Set up speaker system and connect microphone and laptop to it.
  - Remember your voice should be a little louder than what feels comfortable and the music should be a little quieter than you think.
- Walk around to tables and confidently invite them to play trivia.
  - Emphasize that the game only takes about an hour to play, it's free, and the winning teams get gift cards.

### 5-10 Minutes Before Game Time

- Enthusiastically Announce Trivia and Invite People to Play
- “Hey guys and welcome to trivia night tonight here at Retro Taco! We're going to get started here in about 5-10 minutes. If you want to jump in and play with us, come on up and talk to me. It is completely and totally free to play and the winning team will get a \$20 gift card and the second place team will walk out of here with a \$10 gift card tonight. Like I said, it only takes about an hour to play and we'll get started here in about 5-10 minutes!”

**ANNUNCIATE AND SPEAK SLOWLY AND CLEARLY**

## Game Intro

- “Alright guys we’re going to go ahead and get started with trivia night tonight. If you haven’t signed up to play already, it is not too late. You can come up and see me and I’ll get you set up. It is totally free to play, we’re giving out gift cards, and it only takes about an hour.”
- “And with that we’ll go ahead and get started. Here’s how the game works. You have a big sheet of paper and a stack of little sheets of paper. The big sheet of paper is just for you so you can keep track of your own score so if I screw it up, you can let me know. You will write your answers on the little sheets of paper and turn them into me. Each round will be 3 questions, so you will just label off the cards 1,2,3. For each round I will read you three questions then I will play a song. The song is your timer. So write all three answers down on a little sheet of paper then bring it to me by the end of the song. It’s easy as that!”
- “We do have just a couple of rules.”
- “Rule Number 1: Don’t Shutout the answers to the rest of the restaurant.”
- “Rule number 2: Do not look up the answers on a phone or tablet.” (Feel free to make a corny joke here. I usually make a joke about cheating and Alabama football or the Astros)
- “Ok. Let’s move on to round number one!”

### **IMPORTANT NOTE:**

For regular trivia clients who do three questions per round, you will play one song per round. The song acts as the timer for players to bring their answers up to you.

**Remember to read each question twice, then go back and read over them one more time at the end.**

## ROUND 1

“Round number one is the ‘get your feet wet’ round. Just three questions straightforward to start off the game. You’ll just put all three answers on one of those little sheets of paper, and turn them into me by the end of the song.”

Read Questions

## ROUND 2

“This is the over under round. The over under round. This time instead of giving you three questions, I will read you three facts. Each fact is going to have a number at the end. That number is going to be wrong. What you will do is you will tell me whether the real number is over or under that number.”

“For example. Super easy example. If I said, ‘the number of stars on the American flag... over under 40. The answer would obviously be over because there’s 50.”

Read Questions

**REMEMNDR TO BE HIGH ENERGY AND HAVE FUN :)**

### **ROUND 3**

“This is the Trivia Trifecta Round. Just like round number one, it is three questions, but this time they are worth three points apiece.”

Read Questions

### **ROUND 4**

“This is the list round. This time instead of giving you three questions, I will give you one question and your answer is going to be in the form of a list. So one question and one list. You will receive one point for each item on the list you get correct.”

There is an example written in the game if you would like to read it to the players.

Read Questions

**HALFTIME**

**SUPER-DUPER-MEGA-ULTRA-IMPORTANT:** At halftime, you will offer bonus points to teams who give you their email addresses. Give 3 bonus points to any team that brings you one email and 5 points for a team that gives you an email for every member of the team. Immediately after the game, send the emails to [triviamanage@gmail.com](mailto:triviamanage@gmail.com). That will get them straight into the system. This is SUPER IMPORTANT at newer locations. This is how we build an audience.

- Rule of Thumb: We should get emails EVERY SINGLE WEEK for AT LEAST the first 4 months of trivia at a location. After that, if you consistently have 10+ teams each week, then you only need to collect emails once every 3-4 weeks. If you do not have 10+ teams every week, keep getting emails every time. You should never go more than 4 straight weeks without getting email addresses.

- This is so important, please go back and read it again 😊

“Now we are at halftime. For halftime I will play just a song or two to give you time to order some more food and drink, go to the bathroom, or really do whatever you need to do. You have a couple songs to do it. Enjoy halftime.”

Play some music and let people enjoy.

At the end of halftime do a score update.

“Alright that’s going to do it for halftime. Before we move on to the second half, let me give you a score update so you know where you stand. Remember the second half is worth a lot more points and there is always room to come back if you are struggling.”

Look at score sheet and give a score update.

- Tell teams how many points they have AND what place they are in.

## **ROUND 5**

“Round 5 is the game show style round. Each week we model this round off of a game show. This week we are doing... (now look to the game and see what game show we are doing and follow the instructions there).

## **ROUND 6**

“Round six is the entertainment trivia round. Just three questions all about entertainment.”

Read questions

### **ROUND 7**

“Round seven is the mixing things up round. Each week we do something in this round to mix up the game and have a little bit more fun.... (now look at the game and follow the instructions there).

### **ROUND 8**

“Round eight is the game changer round. It is also our last round of regular trivia before we get to the final question. These are three straight forward questions and they are worth 6 points apiece.”

Read Questions

### **FINAL/ GAMBLE**

“That’s going to do it for regular trivia. Now we have just one question left. Here’s how it works. I will read you a score update first. Then I will give you the topic of the final question. I will not give you the question itself, just the topic. Then, based on that topic, I want you to wager a gamble. You can gamble anywhere from zero points to all of your points. Once I have everyone’s gambles, then I will read you the final question.”

Tell them the topic. Play some music and collect the gambles. Make sure to insert the gambles into the “Bet” column on the score sheet. The numbers should appear in **red** and will not affect the scores.

After you collect gambles.

“Alright I have everybody’s gambles. Now I will give you the final question. To make things a bit more challenging, I’m only going to give you about 30 seconds to give me those answers.”

Read the final question.

Give them a 10 second warning after 30 seconds then actually require the answers to be turned in after 45 seconds.

Read the final question again along with the answer.

Give a final score update.

Remind everyone to come back and play next week and thank them for playing tonight.

**COLLECT THE CHECK BEFORE YOU LEAVE**

Boom! You're done! Thank you!

**IN CASE OF A TIE**

If you get to the end of the game and you have two teams (who are in contention for prizes) who are tied, here's what you do:

Have each of the tied teams select one player and send them up to your table. Once the players get to your table, you will select a well-known celebrity and have each player write down how old they think that celebrity is. Whichever player gets closer wins.