

*Trivia Night Planner*

Name: \_\_\_\_\_ Phone Number (day of event): \_\_\_\_\_

Organization: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location/Room: \_\_\_\_\_

Guest Arrive Time: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Number of Guests Expected: \_\_\_\_\_

Which style of emcee do you prefer? (Please circle)

Quiet      Moderate      Outgoing

Theme: \_\_\_\_\_ Theme Song: \_\_\_\_\_

How many intermissions would you like? (Please circle)

One (15 min, after Round 5)      Two (10 min, after Rounds 3 & 6)

Which of the following will also be taking place? (Please circle)

50/50 Drawing    Silent Auction    Live Auction    Raffle    Attendance Prize Drawings  
Heads or Tails    Dead or Alive    Fact or Fiction    Scavenger Hunt    Other \_\_\_\_\_

What is the cost of mulligans? \_\_\_\_\_ mulligans for \$\_\_\_\_\_

(10 mulligans for \$10 is recommended)

What are the prizes?    First Place \_\_\_\_\_    Second Place \_\_\_\_\_    Third Place \_\_\_\_\_    Last Place \_\_\_\_\_

Please select your emcee's attire: (Please circle)

Casual    Coat and Tie    Tuxedo    Other \_\_\_\_\_

Special instructions and/or announcements:

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