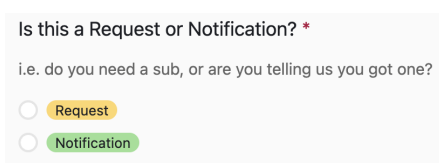


Forms and Other Links

Here you'll find the most commonly used forms and files and sites. Can't find what you were looking for? [Email us](#).

Sub Form

The **Sub Form** is for both Requesting a Sub, and Notifying us that your usual gig will be covered by someone else.



Is this a Request or Notification? *

i.e. do you need a sub, or are you telling us you got one?

☐ Request

☐ Notification

A **Request** will post for you in Host Slack (#sub-needed channel) to alert other hosts you're on the hunt for help. You will still need to follow up to find a sub if no one replies to pick it up! If you don't have a sub within 48 hours of your shift, be sure to ask for help from [Mary Kate and/or the On-Call](#) for that night of the week. **You are responsible for confirming coverage!**

A **Notification** will send an email to you and the Sub to confirm the shift coverage, and link to your site's ICOE! You can indicate on the form if you want to use PTO, too.

Reimbursement Form

The **Reimbursement Form** is use for mileage reimbursement (for distances over 20 miles round trip, up to 36 miles) or for receipts from approved purchases made for work (parking, gear, etc).

AV Issue Form

Fill out the **AV Issue Form** to set up a help ticket with AV Expert Davis. He'll follow up with you to find a solution to whatever sound or technical issue you're experiencing.

ICOE (In Case of Emergency) Folder

[You can find the ICOE for every event here!](#) Every regular venue should have an **ICOE** so that, in case of an emergency or just a normal sub shift, any given host would be able to hop in and run the show. Includes info on the sound system, staff, host habits, etc. Reach out to [Mary Kate](#) or [Davis](#) if you need support with ICOEs!

Host Slack

Use [Trivia Mafia Hosts Slack](#) to chat with everyone who works for Trivia Mafia - there are channels for finding a sub ([#sub-needed](#)), finding new job opportunities ([#jobopportunities](#)), finding rad playlists ([#playlists](#)), hanging out with other hosts ([#trivia-mafia-social-club](#)) - and tons more. Official announcements ([#announcements](#)) will appear there first.

Start in the [#welcome channel](#) and peruse the "Reminders! Links! FAQ!" Canvas that is linked at the top of the channel for an orientation to using the platform. You can also click on "Add channels" to browse all the channels available and join the ones you're interested in.

Gusto (Payroll site)

You can [log in to Gusto](#) at any time to see your current pay rate, PTO balance, update your mailing address, change your W2 withholdings, and scope all your pay stub statements. You can also download your tax documents. (If you update your mailing address, please also alert [Mary Kate](#)! Gusto doesn't tell us when you move, because [#privacy](#).)

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