

QuizBang!! Site Setup Process

Where Do QuizBang!! Sites Come From?

New prospective venues looking for trivia will fill out the "Contact Form" at <https://www.quizbangquiz.com/contact>.

Once submitted with their information, a new "QB lead" is created in the [QuizBang AirTable Base](#). This also triggers an automated email to be sent to the prospective site's contacts' email with information and next steps, as well as a Slack notification in the **#quizbang-leads** channel.



QuizBangBot APP 2:32 PM

Someone just filled out the QuizBang contact form!

Natreum

Minneapolis MN 55416, US, MN

<https://airtable.com/appapUqJBumImY6aq/tblgdd3UsjFFYG1PE/recRca7Oq2iaNs5UF>

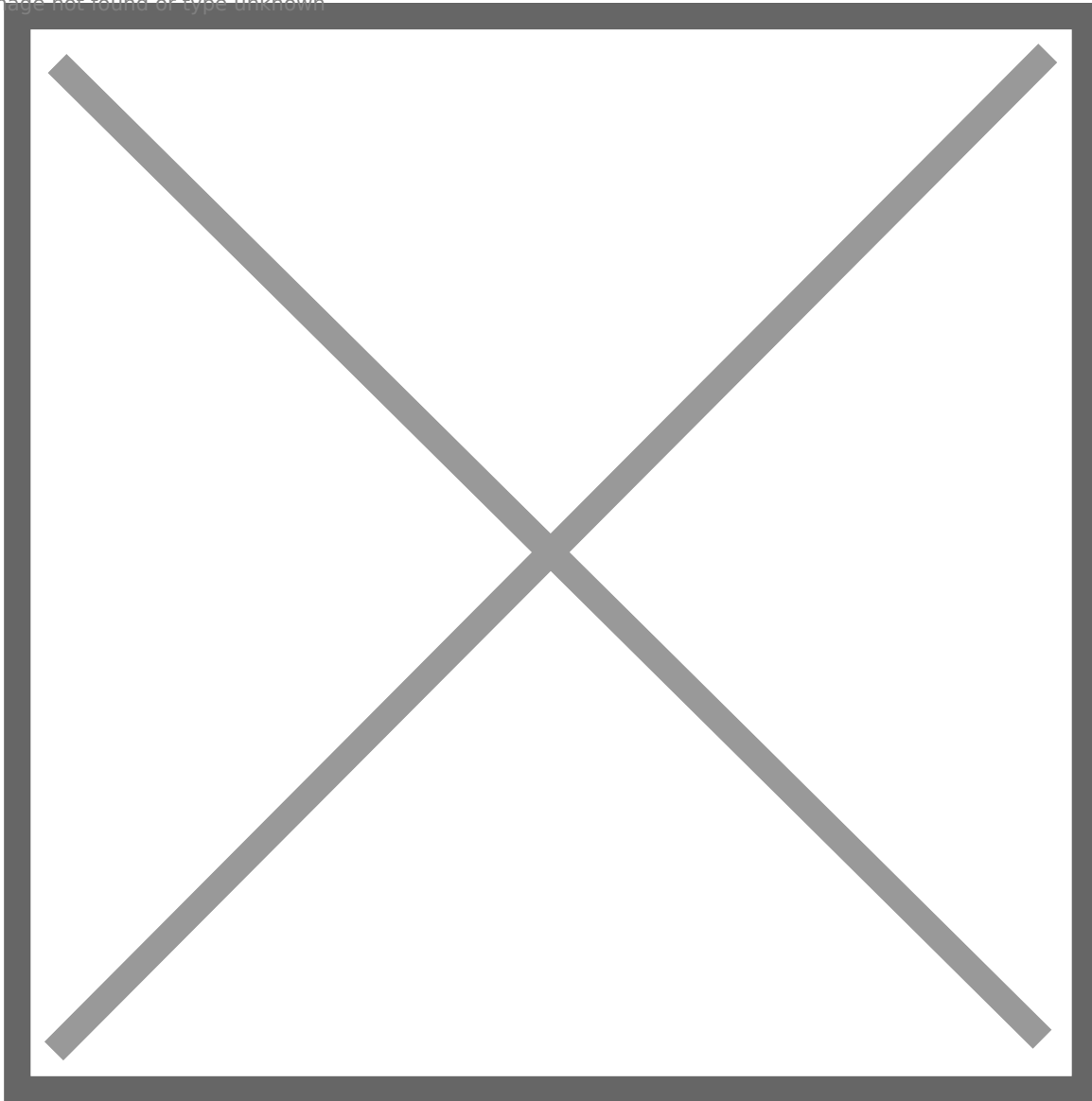
(No action needed: They've already received a response!)

The automated email is sent from quizbang@triviamafia.com looks like this:

Hi there [First Name],

Thank you for your interest in bringing QuizBang to [Site Name]! Let's get you some trivia.

Image not found or type unknown



How it works:

- [QuizBang!!](#) is a fast-paced trivia game designed for taprooms, sports bars, restaurants, taverns, cafes, or any other venues looking to add a lively trivia game to their weekly schedule.
- You'll run **two 45-minute games of 15 questions**, focusing on the best trivial factoids from pop culture, music, movies, sports, and television (with just enough history, science, geography and current events tossed in too).
- The game includes point-wagering strategy as well as elements of chance, so you don't need to be a "Jeopardy!" champ to have a chance at winning. Plus, it's produced by [Trivia Mafia](#), so you know the questions will be top-notch, well-written, fully researched, and

super fun.

- **We provide:**

- All trivia content, plus slideshows for both quizzes, delivered to your inbox every week (or bi-weekly, or monthly—whichever schedule works best for you).
- Digital marketing assets and templates for printed promotions
- Answer sheet pads + pens
- A complete Host Handbook to help guide and train your host
- Customer support to help ensure your trivia night succeeds

- **You provide:**

- A trivia host (good news: It's fun! And easy!)
- Prizes for the winning teams (recommended: gift cards at \$20/\$10 values for each game—four cards total)

Samples:

- [Here's a sample quiz](#). We share these as Google Sheets. Each quiz consists of two of these sheets.
- [Here's a sample slideshow](#). We provide one of these with every quiz.
- [Here's a sample answer sheet](#). We provide pads of these, plus pens.

- [And here's our info sheet and rate card](#), for your reference.

How much it costs:

**Just \$35* per
event/location!**

**AND you get four weeks FREE
when you sign up for weekly**

trivia!

(*This is the weekly trivia price. Monthly trivia = \$50/event; twice monthly = \$40/event. Your free trial is contingent on remaining a subscriber for at least one month after your trial.)

Great trivia is a proven way to get regular crowds returning to your business week after week, even on those slower weeknights. Our customers report sales increases of 40-60% compared to non-trivia weekdays!

Let's talk about getting your free trial set up. Just reply to this email to get started!

They Liked the Email and They Want to Do It!

If the contact replies that they want to do it, find their record in the QB Leads table and update their Status from **"Auto-Reply Sent"** to **"Contract Sent."**

QuizBang!!

DataAutomationsInterfacesForms

QuizBang EditorialQB VenuesFeedbackQB Leads

ViewsAll LeadsHide fieldsFilterGroupSorted by 1 fieldColorShare and sync

	A Location Name	A Contact Last Name	A Contact First Name	Contact Email	Status
600	Speakeasy41	Serena	Carly	se41.sc@gmail.com	Auto-Retouched
601	VUE Apartment Homes	Mertes	Jacson	vuedir@weidner.com	Success!
602	A Bar of Their Own	Jillian	Hiscock	jillian@abaroftheirown.com	Success!
603	Killer Novels LLC	Fletcher	Jessica	chuck.terhark@gmail.com	Auto-Retouched
604	The Testing Lounge	Testford	Testy	chuck.terhark@gmail.com	Auto-Retouched
605	rochester mn public library ...	benson	carol	everyday55903@gmail.com	Contract Sent
606	Duluth's Best Bread	Lillegard	Robert	duluthsbestbread@gmail.c...	Contract Sent
607	Jerry L Sullivan FOE #4552	Small	Beth	trustees4552@gmail.com	Auto-Retouched
608	Tipsy tee tavern	Scheel	Laura	scheelproperty@gmail.com	Contract Sent
609	Scott Free Brewing Co.	Schank	Kristian	scottfreebrewingco@gmail...	Contract Sent
610	Natreum	Natreum	Mike	mike@natreum.com	Auto-Reply Sent
611	Trove Brewing	Crane	Angie	angiecrane@trovebrewing...	Auto-Reply Sent

Once the Status is changed to **"Contract Sent"** that triggers an automated email is sent to the contact with the PandaDoc sign-up form.

When the contract/sign-up form in PandDoc is signed, a Slack notification is generated in the **#quizbang-leads** channel:



QuizBangBot APP 10:19 AM

Heads up! A QuizBang contract has been completed:

Scott Free Brewing Co. - QuizBang - New Customer Setup + Payment Auth

<https://app.pandadoc.com/document/v2?token=5d5795f198ef74841fde44cecb911193f54e7544>

When you get this message, you will then flip their Status to **"Contract Received"** and that action creates the site's new record in the **"QB Venues"** Table:

QuizBang!!						
Data Automations Interfaces Forms						
QuizBang Editorial QB Venues Feedback QB Leads						
Views All Leads Hide fields Filter Group 1 Sorted by 1 field Color Share and sync						
Find a view		A Location Name	A Contact Last Name	A Contact First Name	Contact Email	Status
All Leads		600 Speakeasy41	Serena	Carly	se41.sc@gmail.com	Auto-Retouched
Contracts Sent		601 VUE Apartment Homes	Mertes	Jacson	vuedir@weidner.com	Success!
Gone Cold		602 A Bar of Their Own	Jillian	Hiscock	jillian@abaroftheirown.com	Success!
		603 Killer Novels LLC	Fletcher	Jessica	chuck.terhark@gmail.com	Auto-Retouched
		604 The Testing Lounge	Testford	Testy	chuck.terhark@gmail.com	Auto-Retouched
Create...		605 rochester mn public library ...	benson	carol	everyday55903@gmail.com	Contract Sent
Grid		606 Duluth's Best Bread	Lillegard	Robert	duluthsbestbread@gmail.c...	Contract Sent
Calendar		607 Jerry L Sullivan FOE #4552	Small	Beth	trustees4552@gmail.com	Auto-Retouched
Gallery		608 Tipsy tee tavern	Scheel	Laura	scheelproperty@gmail.com	Contract Sent
Kanban		609 Scott Free Brewing Co.	Schank	Kristian	scottfreebrewingco@gmail...	Contract Received
Timeline		610 Natreum	Natreum	Mike	mike@natreum.com	Auto-Reply Sent
List		611 Trove Brewing	Crane	Angie	angiecrane@trovebrewing...	Auto-Reply Sent

You will then go into the "QB Venues" Table and begin completing the site's record fields with the information they completed in the form, which you can get to by following the link the the Slack notification from above:

****VERY IMPORTANT: DO NOT UPDATE THE STATUS UNTIL YOU HAVE FILLED OUT THE RECORD WITH THE COMPLETE INFORMATION.****

When you have completed filling out the fields from the information on the sign-up form THEN you will update the Status to "Contract Received" as the last step as that sends notification to shipping channel for supplies and notifies Chuck to schedule the automated billing.

QuizBang!!						
Data Automations Interfaces Forms						
QuizBang Editorial QB Venues Feedback QB Leads						
Views All Sites 2 hidden fields Filter Group 2 Sorted by 2 fields Color Share and sync						
Find a view		A Name	Status	ACH/CC Auth Form Received	Auto Transaction Sch...	Welcome Email S...
All Sites		96 Santelli Pizza & Pasta	HIATUS	✓	✓	★
Active Sites		97 Savage American Legion	ACTIVE	✓	✓	★
New Venue Setup		98 Sawyer Ice House	ACTIVE	✓	✓	★
		99 Scott Free Brewing Co.				
		100 Second Chapter Brewing	ACTIVE	✓	✓	★
		101 Severance Brewing	ACTIVE	✓	✓	★

Who Does What for Final Account Setup Steps?

You can check the box for "ACH/CC Auth Form Received" as that is the sign-up form, but leave the "Auto Transaction Schedule" blank as Chuck will be responsible for setting that up.

Sam will be responsible for sending the "Welcome" email.

QuizBang!! Welcome Email Template

Hi there,

Your QuizBang!! Signup Form has been received! You're all set to start your new trivia night.

A few resources for you as you prepare to launch trivia at [NAME OF VENUE]:

- [Host Handbook](#)

This covers everything you or your host will need to know to run a smooth night of trivia. Includes all QuizBang rules, hosting best practices, and tips from folks who've hosted thousands of trivia nights.

- [Host Cheat Sheet](#)

An at-a-glance reference guide for your host.

- [Printable Answer Sheets](#)

We're putting a Host Welcome Kit in the mail for you, which includes a pad of 100 answer sheets. Just in case that doesn't arrive in time for your first night, you can print this answer sheet for use on your first night. Remember: Each QuizBang night consists of two quizzes, so teams will need two answers each to get through the night.

And here are some marketing graphics for you to use in advance of your first night:

Printed Posters

Put them up everywhere! Let your patrons know trivia is coming. All posters contain a blank space for you to add the day and time of your trivia. Use any program that adds text to image to create your poster. (Let me know if you have any trouble or need any assistance.)

- **"QuizBang"** posters (if you plan to call your trivia night "QuizBang Trivia"): [Yellow](#) / [Red](#) / [Blue](#)
- **"Trivia Night"** posters (if you plan to call your trivia night "Trivia Night"): [Yellow](#) / [Red](#) / [Blue](#)
- **Blank Posters** (Name your trivia night whatever you like! "Sheila's Trivia Night," "[NAME OF VENUE] Trivia," "Smarty Pants Trivia Challenge".... be creative!): [Yellow](#) / [Red](#) / [Blue](#)

Social Media Graphics

- Let your followers know you're starting a trivia night! [Yellow](#) / [Red](#) / [Blue](#)

When to expect your first trivia delivery:

We send the weekly trivia materials on Monday afternoons. You will receive your first delivery on the Monday before your start date **of [INSERT START DATE]**. If you need it sooner, just let me know.

Thanks again! We're thrilled you've chosen QuizBang to help with your trivia adventures. We're always here to help in case you have any questions at all.

Last Special Notes for AirTable

- The time you enter in "**Event Start Time**" field does not matter. You can fill it in with whatever.
- Selecting the "**Version**"
 - A site in the US will be "Regular"
 - A site in Canada or anywhere else will be "International"

Once the Site Record in "**QB Venues**" has been updated with the information from the sign-up form and "Welcome" email has been sent - That is it!

Revision #4

Created 6 February 2025 16:08:18 by Sam Wilczyk

Updated 20 February 2025 18:02:44 by Sam Wilczyk