Long-Term Schedule Change

What is a Long-Term Schedule Change?

Customer wants to change the day of the week, start time, or frequency of their event.

Why would this happen?

Could be that they received player/host feedback that they wish trivia started earlier/later, they have a scheduling conflict and want to switch days for better consistency, better for staffing, it's a seasonal thing, or they just feel like it!

How do we communicate this?

FIRST: Long-Term Schedule Change Form is filled in (Sam or admin) noting the last day of the current schedule, the first day of the new schedule, and the type of change requested.

THEN:

Airtable automation

1. Sends a message tagging the Host Manager and Brand Engagement Director to take action on the schedule chnage.

Heavy Rotation Brewing Co. - TMC - Thursday has requested a long term schedule change.
Type(s): Start Time
Notes: moving start time up to 630 pm
Current Schedule: Trivia Mafia Classic 7:00 PM on Thursdays, Weekly

The final day of the existing schedule will be Oct 31, 2024 and the first date of their new schedule will be Nov 7, 20

@Mary Kate Derrick please note change on host calendar and confirm host availability.
@Brianna Liestman please create new posters, update their landing page after Oct 31, 2024, and note for socials pl

1. Account Person updates the Public Google calendar. Host Manager looks for automated email to host and manually updates the Host Calendar for TMC only. Social Media person notes for inclusion in What's Happening (weekly roundup) post and/or same-day posting + inclusion in newsletter the week of the cancellation.
2. Creates a draft for the Hosting Manager to follow up with the host about the schedule change to confirm availability.
3. **[waiting for corresponding second message to pop up in Slack for time change on Oct 31]**
4. Reality Table entries get attached to the Event at time of form submission.

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