

# New Host Here

## What do we mean by that?

This is when an active Schedule event changes the permanent host. Typically, it's one Trivia Mafia employee replacing another.

## Why would this happen?

Most often a host change is caused by the host's availability changing, but can happen at the request of the customer based on feedback about hosting styles.

This system is for a permanent change in hosting; if you are preparing a **Long Term Substitute**, there is a different process.

## How does the process work?

The Staffing Manager enters the relevant info into the [New Host Here](#) form:

**Status** = In Process

**Type** = New Host Here

**Schedule** = specific Schedule event affected

**Incoming Host** = the new host for here!

**Date of the final show with the vacating host** = the last shift for which that host is paid - select the Reality record

**Date of the first show with incoming host** = first Schedule for which the New Host is listed as the permanent host - select the Reality record

**Notes** = notes/reminders about this particular transition

The [New Host Here Initial Automations](#) update the Host Changing? status on the Schedule Record to "New Host Confirmed, Coming Soon" and sends a channel message to #staffing documenting the change.

This action also initiates the [New Host Here Email Draft - to Brenna Zap](#) which looks for a trainer and sends the appropriate email linking the New Host and the client.

After the outgoing host's final show the New Host Here Change Host after Final Show automation updates the Schedule Record with the incoming host's record, sends a documentation message to #staffing, prompts a new host kit in the #shipping channel, and cues the #website to be changed via slack message.

## What if?

### There are shows between covered by another interim host between the outgoing and incoming host?

If there will be shows hosted by other hosts between the transition, treat those like substitutes. Ex: Host A will be vacating the first week of March, Hosts X, Y, and Z will be covering the rest of March before Host B starts in April. Fill this form out as if host A is the host through March, and their final date of their tenure as assigned host will be the last date in March. The first show for the Incoming host would be the first show in April.

### The date or incoming host changes after it's entered?

This information is stored in the Life Cycle Events table within a view called "[All Upcoming New Host Here's](#)", you can update the information in that view. Alternatively, tag in Michelle or Brenna!

### The New Host or the outgoing Host are Non-TM?

Non-TM Hosts are still entered in our Staff Master base and table, and would be entered just the same as a Trivia Mafia employee, no matter if they are the vacating or incoming.

### The New Host is being trained by the vacating Host?

There should also be a Trainer form filled in for this! Assuming that the New Host would be trained by the vacating Host at the location in question, then Training Date #2 would be the same as Date of the final show with the vacating host.

---

Revision #7

Created 31 October 2024 17:27:52 by Brenna Proczko

Updated 5 November 2024 20:25:11 by Brenna Proczko