

# ICOEs

## In Case Of Emergency Form



No need to break any glass or pull any alarms - just refer to this

handy form. **We call it the In Case of Emergency (ICOE) because it's most useful in the event that someone has to step in to sub for you**, and this will save you the time and necessity of trying to draft a rundown on the fly. It is also handy when the staffing situation changes — the new host can thus be aware of what the previous host had been doing.

All Active events' ICOEs are saved here: [triviamafia.com/icoe](https://triviamafia.com/icoe)

<p><b>The Initials Game Live   IN CASE OF EMERGENCY Sheet</b></p> <p><b>LOCATION Name + Address:</b> {{EventDisplayName}}</p> <p>{{Address}}</p> <p><b>LOCATION PHONE:</b> {{LocationPhone}}</p> <p><b>WIFI INFO:</b></p> <p><b>DAY:</b> {{Day}}</p> <p><b>START TIME:</b> {{Time}}</p> <p><b>Usual Arrival Time:</b></p> <p><b>Game happens:</b> {{Frequency}}</p> <p><b>PARKING SITUATION:</b></p> <p><b>LOCATION CONTACTS:</b> {{Contact}}</p> <p>Owner/Manager(s)-</p> <p>Bartender/Wait Staff-Kitchen Staff/Other-</p> <p><b>HOST TAB</b> should be \$30; any restrictions and WHOM TO ASK AT SITE:</p> <p><b>PRIZES</b> should be \$15 each, provided before trivia begins; give details if not gift cards and WHOM TO ASK AT SITE:</p> <p><b>HOST DJ or HOUSE MUSIC?:</b></p> <p><b>Music Recommendations:</b></p> <p><b>Operation Notes:</b> {{OperationNotes}}</p> <p><b>SOUND SYSTEM (TM PA or HOUSE):</b> {{SoundSystem}}</p> <p>IF HOUSE, hookup needed for music (headphone jack, Sonos, etc):</p> <p><b>HOW/WHERE TO SET-UP</b> (add pics if possible):</p> <p><b>ANY OTHER NOTES FOR SET-UP:</b></p> <p><b>NIGHT RUNDOWN</b> (Host Habits, Timing, Order of Operations):</p> <p><b>CLEAN UP/BREAKDOWN:</b></p> <p><b>VIBE and OTHER NOTES</b> (Best Food, Regular Teams, Misc): {{Vibe}}</p> <p><b>HOST NAME:</b> {{Host}}</p> <p><b>HOST EMAIL:</b> {{HostEmail}}</p> <p><b>HOST PHONE:</b></p> <p><b>BEST WAY TO REACH HOST IN EMERGENCY:</b></p>
--

**START TIME:** {{Time}}  
**Usual Arrival Time:**  
**Trivia happens:** {{Frequency}}  
**PARKING SITUATION:**  
**LOCATION CONTACTS:**  
 Owner/Manager(s):  
 Bartender/Wait Staff/Kitchen Staff/Other:  
**HOST TAB** should be \$30; any restrictions and WHOM TO ASK AT SITE:  
**PRIZES** should be \$30, \$20, and \$10, provided before trivia begins; give details if not gift cards and WHOM TO ASK AT SITE:  
**QUESTION BLOCK:** {{BlockCode}}  
**SOUND ROUND or NAH?:** {{SoundRound}}  
**HOST DJ or HOUSE MUSIC:**  
 Music Recommendations:  
**APP OR PAPER:** App  
 Operation Notes: {{OperationNotes}}  
**SOUND SYSTEM (TM PA or HOUSE):** {{SoundSystem}}  
 If HOUSE, hookup needed for music (headphone jack, Sonos, etc):  
**HOW/WHERE TO SET-UP** (add pics if possible):  
**ANY OTHER NOTES FOR SET-UP:**  
**NIGHT RUNDOWN** (Host Habits, Timing, Order of Operations):  
**CLEAN UP/BREAKDOWN:**  
**VIBE and OTHER NOTES** (Best Food, Regular Teams, Misc): {{Vibe}}  
**HOST NAME:** {{Host}}  
**HOST EMAIL:** {{HostEmail}}  
**HOST PHONE:**  
**BEST WAY TO REACH HOST IN EMERGENCY:**

**Every event on the schedule has its own ICOE.** This means,

for locations that run multiple events (like Bauhaus Brew Co.) there is an ICOE for each of the Monday and the Wednesday trivia events; or, for Falling Knife Brewing Co. there is one for Trivia Mafia Classic, and one for Initials Game Live.

The **main stats for the event are automatically populated** when the ICOE is generated at the time that a new event contract is added to the schedule.

The **host should fill in additional details and add photos** for:

- WiFi details
- ideal arrival time
- parking details
- onsite contacts
- notes on the host tab
- prize details (values, who to get them from, are they awarded for anything other than top places)
- background music — does the host DJ? If so, what kind of music is best?
- sound system setup — **photos are so clutch here!**
- notes on the overall setup, a rundown on how you run things, vibes — pacing, regular team stuff, what to order
- host phone and preferred way to get in contact if needed

These are Google Docs saved in our company Drive folders, so your **edits are automatically saved** in the Doc. If you need support with finding, editing, or otherwise dealing with ICOEs, [reach out to AV Expert Davis or Host Manager Mary Kate!](#)

Revision #4

Created 10 April 2025 15:39:44 by Brenna Proczko

Updated 17 April 2025 04:57:00 by Brenna Proczko