

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

<p>The Initials Game Live IN CASE OF EMERGENCY Sheet</p> <p>LOCATION Name + Address: {{EventDisplayName}} {{Address}} LOCATION PHONE: {{LocationPhone}}</p> <p>WIFI INFO:</p> <p>DAY: {{Day}} START TIME: {{Time}}</p> <p>Usual Arrival Time: Game happens: {{Frequency}}</p> <p>PARKING SITUATION:</p> <p>LOCATION CONTACTS: {{Contact}} Owner/Manager(s)- Bartender/Wait Staff-Kitchen Staff/Other- HOST TAB should be \$30; any restrictions and WHOM TO ASK AT SITE:</p> <p>PRIZES should be \$15 each, provided before trivia begins; give details if not gift cards and WHOM TO ASK AT SITE:</p> <p>HOST DJ or HOUSE MUSIC?: Music Recommendations: Operation Notes: {{OperationNotes}}</p> <p>SOUND SYSTEM (TM PA or HOUSE): {{SoundSystem}} IF HOUSE, hookup needed for music (headphone jack, Sonos, etc):</p> <p>HOW/WHERE TO SET-UP (add pics if possible):</p> <p>ANY OTHER NOTES FOR SET-UP:</p> <p>NIGHT RUNDOWN (Host Habits, Timing, Order of Operations):</p> <p>CLEAN UP/BREAKDOWN:</p> <p>VIBE and OTHER NOTES (Best Food, Regular Teams, Misc): {{Vibe}}</p> <p>HOST NAME: {{Host1}} HOST EMAIL: {{HostEmail}} HOST PHONE: BEST WAY TO REACH HOST IN EMERGENCY:</p>
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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 NAHZ: {{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

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