

the ARCH RiVALS company

Trivia Night Planning Worksheet

Name: _____ Phone Number (day of event): _____

Organization: _____

Event Date: _____ Location/Room: _____

Guest Arrive Time: _____ Start Time: _____ End Time: _____

Number of Guests Expected: _____

Which style of emcee do you prefer? (Please circle)

Quiet Moderate Outgoing

Theme: _____ Theme Song: _____

Would you like The Arch Rivals Company to provide the trivia questions? (Please circle)

Yes No

How many intermissions would you like? (Please circle)

One (15 min, after Round 5) Two (10 min, after Rounds 3 & 6)

Which of the following will also be taking place? (Please circle)

50/50 Drawing Silent Auction Raffle Attendance Prize Drawings

Heads Or Tails Scavenger Hunt Other _____

Please select your emcee's attire: (Please circle)

Casual Coat and Tie Tuxedo Other _____

Special instructions and/or announcements:
