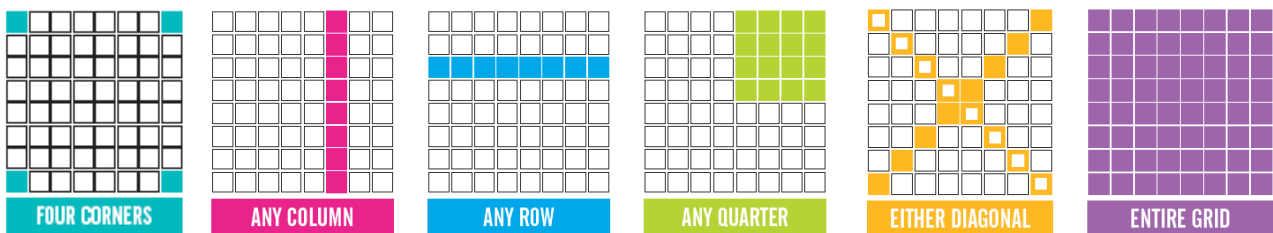




Congratulations on choosing our TRIVIA BINGO quiz! To prepare you for your event, follow these instructions, and consider the tips and practical advice. **Best of luck!**

Each quiz pack contains: Answer Sheets (one per pairing), Event Host Guide Booklet. (Optional kit if ordered: featuring note pads, player stamps, prize draw bottle with 16 balls, and one Quizmaster “gimmie” stamp).

- **Set up:** TRIVIA BINGO is a multimedia product. Every venue is different, generally one large TV screen/projector to your screen via a VGA / HDMI / S-Video cable, depending on your outputs and inputs. Make sure you're outputting from the computer to the correct display. A quick way to do this is to hold the windows key on your keyboard and press P. This will let you cycle through available displays. Choose Duplicate to see the quiz on both the computer and the main screen. Run an audio cable from the headphone socket of your laptop/PC to your sound source, in order for everyone to be able to hear the audio content.
- **Delivery:** Prior to your TRIVIA BINGO event a package will arrive by post or courier, and a digital download link emailed to you to download your multimedia file via a programme called Accellion. When you receive the emailed link, click on it, and it will first ask you to verify your email (we will use the email that you have corresponded with us unless otherwise requested). You will then have to create a password (which needs to be at least six characters long and must include a number and capital letter – perhaps Quiz01 will do the trick nicely?). Once you've made the password, you can then download the quiz (which is in PowerPoint show format) to the laptop you are using. You will only have to do this once, any future downloads will be only a click away! Please test it immediately to ensure that you can receive audio, visual and video clips OK across your entertainment system. This should easily run on any laptop as old as Windows XP to as new as Windows 10 so long as it has PowerPoint 2010 version onwards, or alternatively if you don't have PowerPoint, download a free PowerPoint Viewer program from the internet. When you open the TRIVIA BINGO program you will see a generic slide announcing 'TRIVIA BINGO'. Have this slide up at least 30 minutes prior to the event starting, as people both arriving for the event and those already in your venue can see that a TRIVIA BINGO event is about to take place.
- **Welcome** everybody. Make a point of emphasising that it is a hybrid of a bingo night and a general knowledge quiz, suitable for everyone. Prior to everyone's arrival, place both an answer sheet and a notes handout on each table, and have extras available for late arrivals at your host table. You will need Bingo stamps, highlighters or pens too.
- **To begin:** Although TRIVIA BINGO is designed for groups of two –it is at your discretion how this is enforced. A team of six could sit together and have three sheets between them – up to you. The rules and a basic explanation on how it works are noted on each pairing's TRIVIA BINGO sheet, and also shown on screen when the event starts.
- **Eyes forward!** All of the questions will appear on the screen – totally under your control – every time you click forward or hold down the downward arrow key it will move to the next question. (audio/video slides need two clicks)



- **Format:** Explain the six prize categories. Four corners is self-explanatory. Any column means any eight correct answers in a row vertically, and any row means eight in a row horizontally. Any quarter means sixteen answers in either the northwestern, northeastern, southwestern or southeastern corner, whilst either diagonal is literally a diagonal run of eight answers across the grid. The ultimate prize of course, is to solve the entire grid, by identifying 64 correct answers. Statistically, four corners should be solved first, with diagonal and quarter roughly three quarters of the way through. This is deliberate on our part – it means prizes can be given away regularly throughout the game.
- **Prizes:** Use your imagination in regards to prizes. Part of the appeal of this product is that prizes are given out during the event, not at the end. Have a proper set prize for the final grid, but get creative for the other five minor category prizes. If you have a TRIVIA BINGO kit featuring a bottle with prize balls, devise a sheet listing up to 16 prizes (there are 16 balls) – which could include movie tickets, a free day's leave, or just about anything. Have ONE really good prize, and at least a couple of booby prizes. Winners draw a ball randomly, and the number matches their prize.

- **Gimmies:** Prior to starting, visit each pair, ask them to nominate two “gimmies”, (usually the two answers on their grid they have the least idea about. Stamp out with your TRIVIA BINGO stamp. NB: Check the final **PURPLE** answer in your quiz host booklet before stamping gimmies, as a duo can solve the grid early if they select the purple answer.
- **Winners:** A team must call “Bingo” when they think they have solved a category. At that point, take their answer sheet and check it against your answer guide booklet, being careful to shield answers from all contestants. Once you have a winner to a category, announce that that category is now “out of play” and for ALL contestants to cross it out on their answer sheet. Stamp it on your Correct Answers Masterlist too so you also know it is complete. IMPORTANT: if an incorrect Bingo call is made, use your TRIVIA BINGO stamp to cross that category off that team’s answer sheet – they can no longer solve that category. If two Bingo calls are made in unison for the same category, use one of your tie break questions to see whose sheet is checked first. Once you’ve asked the question, each pair will jot down one answer. Check which one is nearest to correct answer, and mark that sheet first.
- **Take a chance!** This is a quiz and bingo hybrid, where knowledge meets chance. There are over 90 questions in the quiz but just 64 answers. This means that not all questions have answers that are on the answer sheet (red herrings). And to prevent multiple Bingo calls at the end if a team know it ends at a certain number, some weeks there may be 91 questions, others 101. Every answer sheet is different, but it does have the same 64 answers, albeit scattered in a unique pattern. The key to the unpredictability of this product is in using answers that have more than meaning eg ‘Cricket’ is both an insect and a sport, and ‘Yellow’ could be the colour of the sun or a song by Coldplay. Ultimately, teams will find themselves waiting for one answer to come up to solve a certain category, and as time goes by will need to take a punt on a Bingo call to beat other players – especially near the end. Bluffing is key!
- **Event Host Guide Booklet:** Your bible. It features a Correct Answers Masterlist, which shows **only** answers that ARE on the grid. There is also an Every Question Masterlist – this features **every** question, and also shows if a question has audio  or video . On here answers on the grid are left plain, shaded **red** are decoy questions. These ‘red herrings’  are still relevant – if you know the answer, and it isn’t on the grid, you have an advantage over other teams who don’t know the answer and guess it wrong! Some questions have the same answer as earlier questions (noted in **green**), (and sometimes one question can have multiple answers). As you near the end of the event it is easier to look at what is still **not** available to be crossed out on a team’s card than what is a correct answer to date. Finally, the answer to complete the grid is in **purple**. (See **Gimmies**) Bingo calls will often start being made later than you think, depending on how cautious players are. Over time, they will learn to take a punt to beat others!
- **Speed of play:** You should allow for about 30-45 seconds a question. The crowd will probably let you know if you need to go quicker or to slow down. You will need to stop the game to check Bingo calls as they are made, so expect the event to last between 90 minutes and two hours. The game ends when the grid has been solved, not when the final question is asked on screen. Two drinks breaks are scheduled – after questions 34 and 68. We have added a song that is at least five minutes long into those – *perhaps* the break ends when the music stops?
- **Audio and video:** A lot of the questions have musical and audio content, so test that out before the quiz starts. They will be highlighted in your host booklet. It helps to run music in the background at a lower level than the quiz audio as some questions don’t have audio – this creates a better atmosphere - eliminating “dead air”.
- **Remind** everyone that the answers are on the answer sheet, so don’t call any answers out please. Remind teams that they should make notes on their notes page if they do not know the answer immediately. It can get pretty annoying and hold the night up if they keep calling out “What was question 2 again?”!
- **To finish:** After the grid has been completed, go through the questions again by moving through the quiz until question one appears again. It is effective – lots of “oohs” and “aahs” as people work out where they went wrong!
- **What is the grid is not completed by any team at the end?** We recommend **Last Man Standing**, instructions for which are found as the last page in your question and answer booklet – winner takes the prize for the entire grid.



Troubleshooting:

- If for any reasons the videos will play on your laptop but not the TVs, it’s a simple fix. Hold the windows key on your keyboard and hit the P key. Cycle through the display options by hitting the P key until you get to Duplicate. Choose this option and you should see the quiz on both your computer and the pub screens.
- The quiz is built with Windows operating systems in mind, though some venues manage to run them on Apple OSX if they have the Microsoft Office Suite installed. PowerPoint Viewer runs on Windows XP and above, so any Windows operating system should be able to run the quiz, though Windows 7 and onwards are preferred, as they are faster and better able to deal with the quiz, and because Windows XP is no longer supported by Microsoft.
- Our emergency quiz contact is Brendan – 027 485 0375. Call him if you need help. Put it in your phone now ☺

Wireless Presenter. Don’t be chained to your laptop – get a wireless presenter and be anywhere in the venue and advance the quiz – the presenter acts as the ‘down’ key.



In General: Have fun! Watch for cell phone abuse – often it’s someone calling their spouse to tell them they’ll be late home but you never know. Above all the answer in your book is final as far as the quiz punters are concerned. We have our quiz questions verified, to avoid inaccuracy or ambiguity, but we’re only human and sometimes things do slip through. Check out our website too, there are plenty of quizmaster tips, plus extra games, competitions and suggestions to enhance what you do. We hope you have as much fun running our quiz as we do making it!