

FZW Band Trivia Night Job Descriptions

General Info for Trivia Night Jobs

- Each “job” should have a chair and one or two people working with the chair.
- Trivia night chair should ideally be a two-year position, with two people working together, new person comes in every year. For example, a freshman parent comes in to work “under” current trivia chair as their co-chair. When that freshman parent becomes a sophomore parent, they are then the head chair and a new freshman parent comes in to be the co-chair. Allows for parents who work event to participate at the table their child’s junior and senior years.
- Each job will have/create a binder to be handed down to the next person after you “retire/graduate” from job. All binders will be turned into trivia night chair unless current job holder is keeping their job the following year.
- Be available to come to the meetings that the trivia night chair hosts. there could be many instances that you can assist with ideas for the other “jobs.”
- don’t let being in charge of a category intimidate you. We all work together, and ideally, each job will have multiple people working together to handle any situation.

Trivia Night Chair

- oversees subcommittees
- holds meetings at least every 2 weeks
- makes all photocopies at school
- organizes hall to hold trivia night
- date to be ok’d by band booster president before deposit is placed
- ideally a position held for 2 years, with a new person “trained” during second year to be official head the following year

Solicitation

- responsible for sending out letters to community businesses for donations
- also included in the letter is info for round sponsorship
- also brings any donated items during the day of the event for set up
- writes thank you’s to all who donated

Raffle Basket Organizer for all Sections

- responsible for assigning basket types to each band section
- if one section is small (less than 5) then grouping with another section
- each section is to do one basket regardless if the student size is 7 or 20
- hold day for basket assembly, and transport of baskets to the event location during the afternoon of the event

Band Booster Raffle Basket Organizer

- responsible for the organization and gathering of items from entire band family donated for a large big ticket raffle basket
- can be done in coordination with the raffle basket organizer for all sections

Game Organizer

- responsible for the organization of the assorted games played at trivia night: poker hands, purses & pockets, and heads or tails

50/50 Organizer

- responsible for the organization of materials for the 50/50 game played the night of the event
- material organization includes tickets split into lengths of 6, and grouped into stacks of 10
- then separated for 2 stacks per 10 workers, extra tickets in a backup envelope (enough for xxxx tickets total to be sold)

Set Up

- to be at the event during the day to arrange tables and put on centerpieces along with paperwork for event
- responsible for having centerpieces numbered for each table, and to help raffle/solicitation chairs bring in items and arrange on back tables

Clean Up

- responsible for helping to organize the students and players to clean their area at the end of the night
- final “sweep” to be done by clean up chair and their committee

Bank

- responsible to get paperwork organized for student workers
- copies of everything must be turned into treasurer and to trivia night chair (i.e. 2 copies of everything)
- must be able to keep accurate tabs on tickets sold and monies going in and out during the evening
- bank needs to have 3 people working the night with the bank chair

Student Worker Chaperone

- is normally done by the band booster president
- must be a person who can handle the students and not allow them to “goof off” or hide from their duties
- must be firm but fair

Question Maker

- must be able to do many hours of research to come up with and verify questions and answers for 10 rounds of trivia
- need to place in a computer program (like Powerpoint) with many backups in case of malfunctions, along with a printed program
- works with trivia chair to ensure category hasn't been done before, and gives a copy of the questions and answers to trivia chair at the end of the evening
- needs to provide a timeline of how long each question will take to read

Electronics Guru

- someone to ensure all is working with the computer systems and projectors used for the evening (and sound systems)
- needs to obtain projectors and sound system from Mr. Sharkey and arrange their return

Score Tally Guru

- keeps a running tally going of all table scores and projects up onto the wall for all to see
- can be done in an Excel program

Trivia Night Announcer/Host/Hostess

- responsible for reading rules for the night, reading questions and answers, and keeping the night on track time-wise
- will make announcements for evening and will emcee the “table games”

Lead Judge

- responsible for forming a group of five judges (including self) for grading the answer sheets during the trivia night