Organiser Running Sheet

Editable running sheet for the evening. Fill in every row before the event and distribute to the host, AV operator and event manager.

Running sheet

Time	Segment	Host cue	Responsible person
___:___	Guest arrival and registration	Welcome guests at the door; direct to table assignments	_____
___:___	Cocktail reception	Announce welcome; invite guests to find their tables	_____
___:___	Opening address	Introduce the speaker by name and title; hand over microphone	_____
___:___	Starter course served	Announce the first course; introduce the first game round if applicable	_____
___:___	Game round 1	Read the rules aloud; start the timer; collect answers	_____
___:___	Main course served	Announce the main course; pause games during service	_____
___:___	Game round 2	Announce the game; invite table representatives to the front if needed	_____
___:___	Awards or recognition segment	Introduce the presenter; read award names from the provided list	_____
___:___	Dessert and final game round	Announce the final game; update the scoreboard	_____
___:___	Lucky draw	Draw numbers from the bowl; announce each winner clearly; allow time to approach the stage	_____
___:___	Closing remarks	Thank guests, sponsors and organisers by name; announce transport and departure details	_____
___:___	Event close	Music plays; AV operator transitions to background playlist	_____

Notes

Adjust timing to your event schedule. This is an editable template, not a guaranteed programme duration. Confirm AV transitions, microphone handovers and stage access with the venue in advance.

Table Trivia and Photo Task Scorecard

Print one scorecard per table or project on screen. The organiser decides scoring values and the number of rounds.

Table details

Table number or name: _____

Trivia rounds

Round	Score
Round 1: _____	_____ / _____
Round 2: _____	_____ / _____
Round 3: _____	_____ / _____
Round 4: _____	_____ / _____
Round 5: _____	_____ / _____

Photo task

Theme	Submitted	Audience vote
_____	Yes / No	_____ votes

Running total

Trivia total: _____

Photo task points: _____

Bonus game points: _____

Grand total: _____

Scoring note

The organiser decides the point values for each round, the photo task and any bonus games. This scorecard provides the structure; fill in the scoring rules before printing.

Host Cue Cards and Tiebreaker Checklist

Editable example cue wording and game rules. Agree timings, prizes, tiebreakers and participation options with the organiser before use.

Cue card: Table Trivia

"Good evening, everyone. We are starting table trivia. I will read a question, and each table writes one answer on your card. You have 60 seconds per question. Hold up your card when time is called. Ready? Here is question one."

Cue card: Photo Challenge

"Time for a photo challenge. The theme is [announce theme]. Each table submits one photo to me within three minutes. Send it to [phone number or display method]. We will show all entries on the screen and the audience votes by applause."

Cue card: Heads or Tails

If you would like to play, choose heads or tails and show your card. You may take part from your seat. I am flipping the coin now. [Flip.] It is [heads/tails]. If your choice matches, stay in this round. We will continue using the organiser-approved rules.

Cue card: Lucky Draw

"We are drawing our lucky draw winners. I will call a number. If it matches your bingo card or ticket, come to the front. [Draw number.] The number is [number]. Please come forward to collect your prize."

Cue card: Minute to Win It

"Each table sends one representative to the front. Your challenge is [describe the 60-second task]. You have one minute. Timer starts on my count: three, two, one, go. [Start timer.] Time is up. Let us count the results."

Cue card: Closing and results

"Thank you for playing along tonight. Let us look at the final scoreboard. In third place, table [number]. In second place, table [number]. And tonight's winning table is table [number]. Congratulations! Thank you all for a wonderful evening."

Example tiebreaker and reset options - approve before use

Situation	Action
Two tables tied on trivia score	Ask one bonus question; first correct answer from either table wins the round
Photo challenge tie on applause	Re-vote between the tied entries only; host makes the final call if still tied
Heads or Tails down to two players who both survive	Flip again until one is eliminated
Lucky draw number not claimed within 30 seconds	Call the number once more; if unclaimed, draw a replacement number
Minute to Win It results identical	Run a second 30-second tiebreaker round with the same task
Scoreboard error discovered mid-event	Pause, recount the affected round with both tables present, update and announce the correction