

Warsaw Education Foundation

Communications for on-line Trivia event on August 25, 2020

**INITIAL EMAIL** (Sent out one month before the event)

You are receiving this email because you previously registered for the 2020 Community Quiz Bowl - yes that seems like a very long time ago.

We were really hoping we could all get together in the Tiger Den this year but the COVID-19 situation has really made that impossible for us. So we're doing the next best thing - a live online version of the Quiz Bowl. We have been working with Hambone's Trivia out of Indianapolis to create an online event. It may be a little different than past Quiz Bowls but we think you'll enjoy it. The best part - we'll be able to crown a 2020 Community Quiz Bowl Champion!

I know you may have questions so please feel free to contact me via email.

To answer some of the anticipated questions:

- The Quiz Bowl will be hosted on a private YouTube channel and we will send you the link.
- Your team captain will be responsible for submitting the answers to the questions online. Your other team members will be provided with a "view only" link which allows them to see the questions but does not allow them to submit answers.
- Score updates will be announced periodically.
- This will be a "socially distanced" event. Your 5-member team may gather at a location of your choice to collaborate to answer questions with or without masks - it's up to you. Or each team member may participate remotely and communicate with other team members via group text, Zoom breakout rooms, or whatever works best for you.
- Sorry - we can't reveal the categories in advance - but you already knew that!

We hope you'll all be able to join us on Tuesday, August 25, 2020, at 7:00 pm.

Team captains, please pass this email along to your team members so they can "Save-the-Date" too!

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**SAMPLE "PREP QUESTION" EMAIL** (I did 4 prep questions beginning one week before the event)

Quiz Bowl Participants,

The 2020 Community Quiz Bowl will be a little different this year as we won't all be able to gather in the WCHS Tiger Den. The format will be different as well as we are using Hambone's Trivia out of Indianapolis. They've hosted events big and small, live and online - they have the experience and we'll have a great time. On August 25th, you will receive a link to the online event.

So to get you warmed up for the big event, here is **Quiz Bowl Prep Question #1:**

In May, a New York City street was renamed in honor of a show's 50th anniversary. What is the new name of this street?

- A. Sesame Street
- B. Wisteria Lane

- C. 21 Jump Street
- D. Mister Rogers Road

Pass along this warm-up question to your fellow team members so they can practice too. I'll reveal the answer in an email tomorrow.

"See" you at the Quiz Bowl!

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This message was included in a "prep question" email

The 21st Annual Community Quiz Bowl will be held on Tuesday, August 25th, at 7:00 pm as a LIVE online event.

A special feature of the event - YOU will be able to participate in the chat on the live stream - you'll need a Google (gmail) account in order to do that. We highly recommend this because if you have an issue, you can let Hambone's Trivia know via chat and they can help you out.

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### **"REMINDERS AND TIPS EMAIL" – Sent out the day before the event**

Dear Quiz Bowl Fans,

Just a few reminders to make things go smoothly tomorrow, August 25, at 7:00 pm, for the Quiz Bowl.

- You will receive a link to the private YouTube channel the day of the Quiz Bowl. We plan to start promptly at 7:00 pm - arriving a little early is suggested.
  - Decide how your teammates will collaborate to answer questions, in person, group text, Zoom breakout rooms, or whatever works best for you.
  - Figure out your audio. It's important because you don't want to get frustrated. We recommend having the audio coming from one device only. If you're collaborating on Zoom, Hangout, etc. the audio will go through to your team.
  - Your team captain will be responsible for submitting the answers. Your teammates can follow along with the "view only" link. Be sure you can open Google Forms to access the answer sheets.
  - You will need a Google (gmail) account in order to participate in the chat on the live stream. We highly recommend this because if you have issues you can let Hambone's know via chat. They are available to help out with everything!
  - If your organization has more than one team participating, when you enter your team name please indicate if you are team #1, #2, #3, etc. This will help us identify the winners!
  - Team captains should never close out their answer sheets - the entire event is linked together. If that happens accidentally, let Hambone's know via chat and they'll get you back to where you need to be.
  - Look for the timer behind the host. It will let you know how much time is left in each round.
  - Email us photos of your team during the event ([Edfoundation@warsawschools.org](mailto:Edfoundation@warsawschools.org)) and we'll post them on our Facebook page and our website!
  - No cheating! No stressing out! We're here to have fun.
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### **FINAL EMAIL (Sent out the afternoon of the event)**

Tonight at 7:00 pm we'll be live streaming (a first for the Warsaw Education Foundation) the 2020 Community Quiz Bowl!

If you can listen on your device to videos on YouTube, then you're good - your audio will work for the Quiz Bowl.

You can join in any time after 6:30 pm. Matt Hammond from Hambone's Trivia will be setting up to begin at 7:00 pm. He'll go through some info on how things will work. Remember you can use the chat with your Google account (gmail) if you have any questions or issues.

Here's the YouTube Link:

<https://www.youtube.com/watch?v=7EaZ1zTT7iI>

Let's have some fun tonight!

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