

VENUE SETUP

Picking the right venue will make your murder mystery much better!



GOOD VENUES

Completely private space where guests can not see or hear other people:

- You must have your own space where you are the only people using that room
- Rooms with minimal furniture and plenty of space to move around are perfect
- Your house, function centres, the office, halls etc. are all great

Have lots of empty space to move around.

Have chairs/tables around the outside of the room.



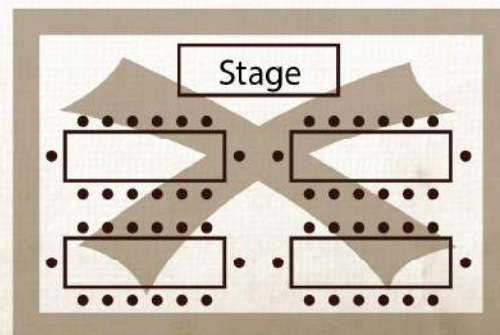
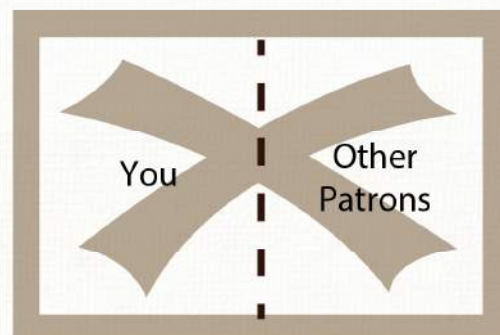
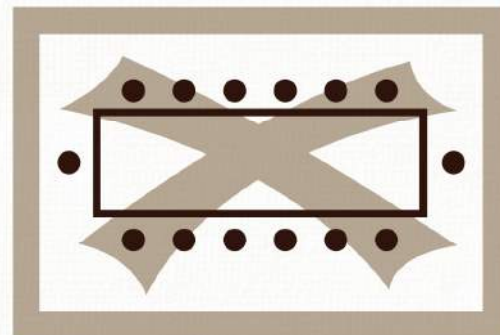
Your presenter will want:
A small Presenter's Table which is completely cleared.



BAD VENUES

Avoid these venues:

- One section of a restaurant
- Rooms shared with other patrons
- Spaces separated with a curtain or partition
- Spaces with noise from nearby patrons
- **Rooms with music playing next door or "piped" music which you can't control**
- Venues with unmovable furniture
- Restaurants or rooms full of furniture with little open space
- Mysteries on trains or boats can work, but will be much harder for your presenter to manage



PLANNING A FANTASTIC PARTY

The guide for Murder In A Box Party Organisers

Congratulations on purchasing your Murder In A Box Premium Edition game! This information is designed to guide Party Organisers (that's you!) through the preparation process, all the way to a great event. Your Murder In A Box Premium Edition party will be a fantastic night of interactive sleuthing. These suggestions are designed to help make your night as fantastic as possible.

Before going any further we strongly recommend that you watch the Murder In A Box video that is available online at murdermystery.com.au/myparty

THREE WEEKS BEFORE YOUR PARTY

IDENTIFY EVERYTHING

From the contents sheet (printing guide for downloads) identify each item and make sure it's all there. Note that you can read "The Presenter's Handbook" but do not read "the Full Story" or "The Clues" (unless you are the presenter) as this identifies the murderer.

READ THIS INFORMATION THOROUGHLY

It's really important that you read this guide thoroughly, and you may like to use a pen and paper and make some notes as you go.

SELECT YOUR PRESENTER

Either a hired host, yourself or one of your most outgoing friends will need to be your Presenter. This person will facilitate the event and their job is to lead the action, keep everything running smoothly and help people have a great time.

Anyone can do this, but we particularly recommend someone who:

- Is outgoing, friendly and loves the spotlight
- Has a big voice and can hold attention
- Is willing to dress up, get into character and set a great example
- Will have the time to spend 2-3 hours preparing for the party
- Ideally, has some experience in acting, public speaking or facilitating groups

You can certainly be the presenter yourself but keep in mind that it is an extra job in addition to being the Party Organiser, which will require its own preparation. We strongly recommend you only take on both roles if you feel like you'll have plenty of time to devote to it and don't mind being busy at the party.

If you do not know anyone who would like to be the Presenter, why not hire a local actor to do it for you? Otherwise the Murder In A Box web site murdermystery.com.au has a list of experienced hosts in your area. If you are expecting 40 or more guests, we recommend that you ask someone to assist the Presenter. Please give the Presenter the "Presenter's Handbook" ASAP!

SELECT YOUR VENUE

You can hold your party almost anywhere that you could hold an ordinary function or party.

The advantages of holding your party at home are:

- It's free!
- You have complete control over the space
- You can easily set up in advance
- You can use several rooms throughout the night

If you are going to hold your party at a function venue such as a hotel or restaurant, we recommend you select a venue that:

- Is a totally private function room, ie: not a restaurant with other patrons
- Has plenty of room for guests to move around
- Is very quiet – what would it be like with a band playing next door?
- Has staff who understand what you will be doing and are happy to work with your plans

UNDERSTAND THE CHARACTERS AND GROUPS

Each person at your party will be playing an individual character and will be given a character name badge at the party. We recommend that you don't allocate characters until the night. This means if guests can't make it the game won't be affected. Your guests will work in roughly 4 to 7 groups of about the same size. You can decide how you want to break people into groups before the party or the Presenter can split people up into groups at the party (recommended).

DISTRIBUTE YOUR INVITATIONS

Your invitations explain to your guests that they have been invited to a Murder Mystery Night and provide costume suggestions. Print or email the invitations provided online murdermystery.com.au/myparty (even if you have already verbally invited your guests) so they know what to expect. We have included electronic invitations to save you time. Imagine writing out 60 invites by hand. If you really want hand written invitations contact our office and we will send them to you.

COLLECT RSVPs

Collecting RSVPs is always important for planning any function. However as we suggest putting people into groups on the night, it shouldn't be a problem if some of your guests can't make it at the last minute or if extras turn up.

LEADING UP TO THE BIG DAY...

When you have completed your "first steps", you can begin the following...

DECIDE ON YOUR FOOD AND DRINKS

Your food and beverage choices will depend on your budget, your venue and your individual preferences.

However, please note the following...

- Light "finger food" is ideal during the event.
- If you have to have a sit down meal it is best to play our game before or after the meal.
- If you do wish to have a full meal, please eat before or after the entertainment as stopping half way through tends to detract from the night.
- If you feel inspired, why not try some theme-based food? It adds to the atmosphere and interest. This can include what you serve, what you call it and how you serve it. Use your free murder themed recipe book for ideas.
- Try not to allow guests to drink too much too early or things may well lose their way...

SPEAK WITH YOUR PRESENTER

Check in regularly to make sure your Presenter has read their notes and is well prepared. Offer to help them rehearse and confirm what you will be providing.

ENCOURAGE COSTUMES

Costumes are an important part of the build up to your party and great outfits will really enhance the event! It is up to you to encourage your guests to dress to fit the theme and offer your help if they need it. Costume suggestions are on your invitations.

DECORATE!

Decorating your venue creates a great atmosphere and can make all the difference to your event. You can do as much or as little decorating as you like and there are plenty of low cost ways to transform your space. If you do wish to decorate, use the "Decoration Ideas" sheet to get you started and allow plenty of time to set up on the day of your party.

FINAL THINGS TO THINK ABOUT

Here are a few final things to think about to make your event extra special:

Music - Background music can really enhance the atmosphere! Try to choose music which suits your theme and ensure the stereo is in easy reach for the Presenter to adjust the volume. MP3.com, itunes and other online music sites are a great way to get music.

Set up - It is a good idea to visit your venue in advance and plan what will go where and how you will use existing furniture. For example:

- Where is the best gathering space?
- Where is a good place for the Presenter's materials?
- Where should the groups gather?

Microphone - Most groups do not need a microphone but it can be a big help if you have more than 40 guests or if you are using a particularly large venue. If in doubt, ask your Presenter if they'd like one.

ON THE DAY

VENUE SET UP

Get some friends to help set up your venue, checking the following things:

- Decorate to suit your theme.
- Clear your main room as much as you can to make plenty of space. Put chairs around the edge of the room.
- Close off any rooms that you do not want used. Why not use theme-specific signs on the doors e.g. "Marilyn's Powder Room - Keep Out".
- Put away any delicate or valuable items for protection.
- Confirm with the venue owner exactly what part of the venue you will be using.
- Identify your central area which all the guests can gather in at once.

See the next page for more information!

SET UP YOUR PRESENTER'S AREA

This should be easy for the Presenter to access from their central 'presentation area' and should contain all the items provided in your Murder In A Box Package. Use the "Contents Sheet?" to ensure you've included everything.

BRING EVERYTHING! Never assume your presenter doesn't need an item.

RELAX AND ENJOY

This is the most important part! Remember the guests will be more likely to have a good time if you do! Let the Presenter work their magic and let the mystery unfold.

Murder In A Box Hotline

If you have any questions
(or you just want to gossip about your event)
Call our FREE hotline Monday – Friday:

Australia: 1300-783-653

Email: murder@murdermystery.com.au