

99 THINGS I KNOW ABOUT YOU · BIG SCREEN · by KIRABEN

Before the Break

Host guide for workplace end-of-year events

Before the day

- You need a laptop, a TV or projector, and the internet for setting up. Open **play.kiraben.com.au/big** and try **Level 1 free** first.
- Add your code on the laptop you'll use on the day. It works for **30 days from the first time you add it, on one screen at a time**. Adding it on another screen moves it there.
- Seat people at **tables of 6 to 8**. Any number of tables works.
- For the last question, each person needs **a card and a pen**. Print the reveal cards (8 to a page), or use any blank cards.
- Choose **90 minutes** (every question) or **60 minutes** (a shorter set) on the set-up screen.

How it runs

Level	Questions	90-minute set	60-minute set
1. Static	6 questions	13 min	10 min
2. Tuning In	6 questions	13 min	7 min
3. Signal	6 questions	13 min	7 min
4. Clear	6 questions	14 min	8 min
5. Same Wavelength	6 questions	13 min	8 min
6. Something Real	5 questions	13 min	8 min
The last question (cards)	1	7 min	7 min

Each question shows who answers: **Table** (round the table), **Pairs**, **Everyone** (a word or two each), **Listen back**, **To each other**, or **Room** (you lead it: hands-up or applause only, nobody stands).

On the night: the keys

Space or → next · ← back · **S** swap the question (2 swaps per level) · **T** timer · **H** host notes · **F** full screen · **Esc** back to set-up. A presentation clicker works too.

What to read out

To open:

> *Welcome, everyone. It's nearly the break. The days are long, the year is nearly done, and tonight we're going to look back at it together. This is 99 Things I Know About You, by KIRABEN. A question will come up on the screen. Your table talks it through. That's it. There are no right answers, and nobody reports back. Anyone can pass on any question. If a question feels too close, just say “too close” and the next person goes. Let's start light.*

Before Level 2, Tuning In:

> *Nicely done. Now we turn to how each of us likes to work. Listen for the things you didn't know.*

Before Level 3, Signal:

> *Every year asks something of us. These next questions are about what this one asked of you. Go gently, and pass whenever you like.*

Before Level 4, Clear:

> *Now we look at the people around us. Keep it about the work, and keep it kind.*

Before Level 5, Same Wavelength:

> *This part is about the team, and what you want to take into next year.*

Before Level 6, Something Real:

> *Last level. These are the deepest questions of the night. Take your time. Passing is still always fine.*

Before the last question:

> *One more. Take a card and a pen. Think back to the first question tonight. Then write a few words. No names on the card.*

The last question: into the middle

1. Everyone writes a few words on their card: *What do you understand about this table now that you didn't at Question 1?* **No names.**
2. Cards go **face down in the middle** of the table.
3. Someone shuffles them, and **one person reads them all aloud**.
4. People keep their card or leave it with the table.

To close:

> *Thank you. For your honesty, your listening, and your year. Keep your card, or leave it with your table. Before you stand up, look around your table and say thanks. All the best for the end of the year.*

Keeping it kind

- Anyone can pass on any question. "Too close" is always fine, and the next person goes.
- Nobody reports back to the room, and nothing is written down except the anonymous cards.
- If someone seems upset, let them pass, and check in with them privately afterwards.
- If someone needs support: **Lifeline 13 11 14** (24/7) · **Beyond Blue 1300 22 4636**.