

How to organise a quiz night



A quiz night is a great way to give your fundraising a boost and a great sociable activity to enjoy time with your friends, family and work colleagues – and test yourself on ‘*what you know*’ and ‘*what you might learn!*’

It’s all about the questions... and answers!

What type of quiz will it be?

Think about what type of quiz to hold and the subject matters. Here are a few suggestions to get you started:

- Old news and current affairs.
- Films – photos of film stars in character, play the title tracks, famous quotes, etc.
- Geography – flags, rivers, capital cities.
- History – battles, kings etc.
- Sport.
- Music – play short music snippets for people to guess the title, artist or year.
- Vary the questions and include easy, difficult and the odd ‘trick’ one to catch people out!
- Some rounds can run throughout the evening – a page of flags, or photos, for example.
- Give each team a ‘joker’. They have to decide before the quiz starts, which round they will play their joker on. This will receive double points for that round!
- Have an optional game of ‘Heads or Tails’ to raise extra funds. Charge an entry fee of £1. The quiz master tosses a coin and everyone playing must stand

up and choose heads (*hands on their heads*) or tails (*hands on their bottom*). Everyone who guesses incorrectly sits down, and the quiz master throws again for the remaining players. This continues until you have one winner so please remember to get a prize put aside for this!

- Try not to make the quiz too long; perhaps have four rounds and then an interval and another four rounds after.
- Produce answer sheets for each team and create a scoreboard to record the results after each round for everyone to see how well, (*or not!*), they are doing!
- Consider giving your event a ‘theme’; for example, fancy-dress.
- Are you going to have a raffle during the interval or at the end of the quiz? Think about prizes for both the ‘winners and losers’ and even prizes for the ‘best team names’.

What to do before the quiz?

Choose a venue and date: A school hall, community centre, local pub or social club are all ideal. Remember to ask for a charity discount or if it can be hired for ‘free’ to keep costs to a minimum. Think about how many people

will be there and provide enough room for people to sit comfortably around tables, leaving sufficient space for them to get up and move around. If you’re also holding a raffle, you will need a table for the prizes. Will you need a microphone for your quiz master? Will you provide food during the interval? Make sure the date doesn’t clash with other events taking place in the local area.

Audience: Who you invite, will help determine the types of ‘rounds’ your quiz will include. Your guests will enjoy the event more if they have a chance of knowing some of the answers! Create an invitation and include all the details of the event; the date, time, venue and what’s included in the entry price. Consider including a tear-off-slip to book tickets and request what type of food is preferred.

Team sizes: Think about how many people will be in each team. A good size is around eight to ten to create a great atmosphere on each table and the room overall.

Set an entry fee: If refreshments are included (a fish and chip supper or buffet for example), ensure this covers all costs, including venue hire if necessary. You could always give a discount to a set number of people per table to encourage more sign-ups.

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Refreshments: If the venue is close to a local fish and chip shop, offer a limited menu of choice (for the same price) and ask the shop to deliver the food during the interval. Please be aware of any rules and regulations (via the Food Standards Agency). Some venues will already have a licence to sell or supply alcohol. However, if you are using an unlicensed venue and plan to serve alcohol, you may need a temporary events notice. Please ask your local authority about how to apply for one.

Raffle prizes: Start asking for prizes as early as possible. You usually have more luck using personal contacts and it's worth enquiring within your local community for prizes; supermarkets, wine merchants, restaurants, hotels, spas, jewellers, etc. Suggest 'what' you might like from them.

Publicity: Once you have a date and venue confirmed, get the word out! We can supply posters to put up at work, your local pub, school or college, supermarket or library.

If your workplace has a newsletter or magazine, ask if you could promote your event in it. Ask your local newspaper, radio or TV station to run a feature on your activities. We can provide you with a 'press-release' template.

Support: Ask friends to help you with the planning and give them roles for the night; reception desk to welcome guests and take entry fees or tickets, a clearly spoken quiz master, volunteers to sell raffle tickets, prepare refreshments; serve, clear away, etc.

On the day/night

- Arrive early as the venue will need to be laid out. Arrange the tables so there is plenty of room to move around. If you're holding a raffle, display items on a separate table for easy viewing.
- Each table must have pens, answer sheets and quiz sheets for rounds that run throughout the evening. You could have a collection box on each table for any 'loose change' collections.
- Provide table numbers and a plan of 'team names' so people can see where they are sitting on arrival. Alternatively, teams can pick a table as they arrive.
- Make sure the room is clearly signposted so everyone knows where the exits and toilets are.
- Before the event begins, decide who is going to make the announcements. The evening will have to be introduced; keep everything brief – people are there for a good time. They will

want to know what the event is raising money for, arrangements for food, where the toilets are and who is selling raffle tickets. Remind everyone not to use their mobile phones during the quiz.

- If you are using a PA system, do a sound check so you know how the equipment works and is the right volume.
- Ensure safety measures are in place for the security of cash handling and that you have a lockable container. Please ensure no one is at risk when leaving the building with funds collected.

Following the event

- You may have to pay the venue owner and food supplier on the night (unless agreed otherwise).
- Write to those who supplied donations or prizes to thank them and let them know how much was raised.
- Thank *all* of your volunteers who helped make the event happen.
- Keep in touch with all of your guests and invite them to the next quiz!
- Please remember to send in the money you raised to the MND Association as soon as you can.