

## ***Fundraising Information Sheet - Running a Quiz Night***

### **Introduction**

A quiz night is a popular way of raising money whilst having fun with family and friends. These events can also attract people who may otherwise not know about your charity or group. Extra money can be raised by providing food and refreshments, and by including a raffle within the format of the evening, whilst promoting your cause to all those who attend.

Two basic ingredients for a successful quiz night are good organisation and great questions.

### **Planning and Preparation**

Book a date and a venue which can accommodate everybody.

Set the price of the ticket; will this include food and drink?

Who will you invite? Decide who your audience is. Do you want to include families? How many tickets will you need to sell to make the event viable?

#### Equation for raising money from this event:

$PROFIT = [(entrance\ fee\ per\ team \times number\ of\ teams) - expenses] + other\ income\ from\ the\ evening$

Do you want to have a theme? e.g. Halloween, Easter, Valentine's, Christmas?

Think about how you will publicise your quiz night - you could send a letter round to your members, friends, family; use local newsletters, noticeboards, send an email around; see whether you could get a mention on local radio or amongst local community groups.

Recruit volunteers to help run the event. You will need a quiz master, scorers, a catering team if you are providing food;

Prepare questions to suit your audience. There are many resources to help you with questions; some useful quiz suppliers are listed at the end of this information sheet.

What equipment will you need? Will you need to hire a PA system or does the venue have one in place?

Ensure you have adequate supplies of pens/pencils/paper/answer sheets;

Decide upon the rules of the quiz in advance, so as to head off any disputes on the night.

Will you be running any other fundraising activities on the night to maximise your profit? A raffle could easily be included in this type of event - in which case, you will need to obtain prizes in advance.

Will you be asking for donations on the night?

Do you have any publicity material about your group that you could display at the venue, or could someone give a short presentation about your charity/group?

Draw up a timetable for the evening to share amongst the organising team.

### **Running the event**

Run through your equipment list the day before to check all is in order;

Arrive in good time to set up, particularly if you will be organising food;

Assign helpers to guide people into their teams as they arrive;

Begin the event by reminding people of the cause you are fundraising for and run through the rules.

Begin the questions, allow a break to serve food and to run any additional events, such as a raffle.

Once the scoring is finished, announce the winners, and if appropriate, award prizes.

Thank everyone for participating.

Before the end of the evening, invite people to make a donation, reminding them again of the good cause, and any forthcoming events you are organising;

Ensure that someone is taking photos of the event for posterity and to publicise on your website or in your newsletter;

### **Afterwards**

Thank all your volunteer helpers, anyone who contributed prizes or sponsorship or goods/services in kind;

Count up and bank all monies raised.

Write up the event and publicise with some photos in the local press, your newsletter and on your website;

### **Useful References**

There are a multitude of websites which will provide you will quiz questions and quiz sheets; some of these are listed below:

[www.quiznight.com](http://www.quiznight.com)

[www.instant-quizzes.co.uk](http://www.instant-quizzes.co.uk)

[www.thepubquizcompany.co.uk](http://www.thepubquizcompany.co.uk)

[www.realquizcompany.co.uk](http://www.realquizcompany.co.uk)

[www.quiz4free.com](http://www.quiz4free.com)

The British Quizzing Association provides information on this and a wider range of quizzes :

[www.quizzing.co.uk](http://www.quizzing.co.uk)