



HOW TO ORGANISE...

ORGANISE A QUIZ

Equipment: Large sheet of flip chart paper or wipe board for marking up results, quiz sheets (remember to leave space for name of team and table number), pencils, tables and chairs for teams, table for the quiz master and person marking the question sheets, calculator & marker pen

Lead time: 8-12 weeks

Outlay: Venue hire, beverages, food and printed materials (tickets and posters)

Expected return: £150 plus from ticket sales, raffle, food and drink, donations and sponsorship

Expected expenditure: Hall hire, food and drink, materials and equipment

Who is the event suitable for? Adults (from about age 16 years upwards, although you could organise a children's quiz)

Frequency: assess the popularity of the first event and if successful you could repeat the event 3 or 4 times a year.

Venue

Identify and book in advance the venue where you're going to hold your event. Popular places include a church, village hall, community centre or school hall. You could also get in touch with local pubs (who do or don't already hold their own quiz night) and ask them if you can use the pub as a venue. If they serve food you could ask them to give a percentage of income from certain dishes as a donation to us in place of offering your own refreshments). Remember to find out how many tables/chairs can be provided and how many can be safely accommodated in the room. It's good practice to have tables far enough apart to ensure that teams can't overhear other teams' discussions or see someone else's answer sheets.

Knowing these numbers will help you to work out how many tickets you'll be able to sell.

It's also worth finding out if the venue can provide catering/refreshments and the cost for these. You should then make sure that your ticket price reflects the cost of the refreshments provided. Running a bar can also provide extra income but will require a licence, purchase of supplies and manpower on the night, unless the venue will run this for their own profits. Instead, you may prefer to ask attendees

to supply their own beverages. Also discuss parking options so you can let people know in advance where the best places to park are.

The teams

Specify the maximum number of people you'll allow per team and how many teams you'd like to take part - usually, teams of six to eight work best.

Advertise

To make sure that your event is as successful as possible, send free press releases to local newspapers and put up the posters provided in prominent places at least a month ahead. It's essential that clear information about the date, time and location is displayed as well as contact details for the purchase of tickets. It's a good idea to send a press release and pictures to local community magazines and parish newsletters too but they often have a much earlier cut off time for content (2-3 months in advance of the event). There are lots of great online event listing pages just Google 'what's on in YOUR AREA' and see how you can get your event added. The local council and newspaper websites are a good place to start. You could also advertise on social media if possible - Facebook and Twitter using the #whatson #LOCALAREA #quiz #charityquiz always try to include a photo if possible as it will encourage more people to see it.

How to raise money

During the event the main ways to raise money for your local RSPCA branch are:

- **Admission** - set a nominal entry fee e.g. £2 per person or £10 per team. If you're including refreshments in the price then £5 per head is not unreasonable.
- **Raffle** - Try to get local businesses to donate prizes, just don't include alcohol or cash prizes. Cloak room tickets sold at £1 per strip is usually the most successful method.
- **Collection boxes** - Encourage your guests to empty their pockets at the end of the night!

The questions

If you're writing your own questions then you must word them so that there's only one possible answer. You could provide clues, or make some of the more difficult questions multiple choice.

Three rounds consisting of 10 questions each is recommended. Some likely categories are: animals, history, general knowledge, local knowledge, holiday destinations, cinema, the Royal family, music, television, nature etc.

An audio round can add a good bit of fun. You could focus on identifying songs from a certain decade (depending on your audience), themes from television programmes or adverts or movie soundtracks. Just ensure that your equipment is loud enough for all to hear. You should keep clips fairly short, but repeat them a couple of times.

A picture round is a good exercise for teams to complete at their leisure throughout the evening.

The quiz

An idea that works well is to issue each team with a joker, which they can play before any one round of their choice. All questions marked correctly score double points in a round where the joker is played.

Collect in the answer papers after each round and mark them while the quizmaster reads out the questions for the next round.

Ask someone to be responsible for writing up the scores in the form of a running total on a grid attached to the flipchart easel (put the number of the round along the top and the team name and number down the side). The quizmaster should announce the answers to the previous round at some point between rounds. Have an interval half way through to draw the raffle, sell tea and coffee or other refreshments.

Finally, don't forget prizes. You may like to award the team in last position with a consolatory prize like a wooden spoon. For the winning team, you may want to create a trophy made out of animal paraphernalia, such as a rubber toy on a plaque. Otherwise, bottles of wine or tins of chocolates may be suitable. After all that, you should be ready to host your event - good luck!