

How to organise a Quiz

Here you'll find everything you need to host your very own fundraising quiz.

Before the event

- Choose a date, time and venue/location. You could ask your local pub if they would allow you to use their quiz night as your fundraiser!
- Decide how much each entry will cost. We suggest £5pp but you can choose the appropriate amount for your group. You could either accept cash payments on the day or set up an online donation page (such as JustGiving) and encourage participants to pre-pay.
- Advertise! Send out emails, posters, WhatsApp messages etc letting everyone know about the quiz and how to get involved! It's also a good idea to send a few handy reminders as the date approaches. Your NICHS contact can provide you with our supporters logo if you'd like to create your own posters or flyers.
- Create your quiz questions and answers. You can write them yourself, or simply choose a ready-made quiz online.
- Try to secure a few prizes for the winning team. The prizes don't need to be expensive and perhaps you can even ask for them to be donated to you.
- Next, appoint a quiz master! You will need a quiz master to call out questions and keep track of the all-important scores.
- Speak to your NICHS contact about ways to promote our charity at the quiz. We can provide branded materials such as balloons, buckets, banners, t-shirts, and also important information about our work.

At the event

- You might like to say a few words to your guests about the work of NICHS and the difference their support can make. Your NICHS contact can help you with this.



- You could organise some additional activities to raise extra money, such as a raffle. Ask local businesses to donate prizes.

After the event

- Ask your NICHS contact about the best way to get the money to us.
- Perhaps you'd like to take part in a cheque presentation photo for social media.
- Thank all your guests and volunteers and let them know how much was raised.

Tips for hosting

- Allow time for people to have a chat in between rounds. This will also give you time to note down the scores.
- It isn't necessary to limit the size of teams, but four to five is the ideal number. You can also say that large teams will be expected to donate more.
- Make it very clear that no Googling is allowed! Remind the teams that they are all here to have fun so there is no need to cheat.
- Remember to keep plugging NI Chest Heart and Stroke throughout the quiz to remind people why they are there.
- Most important of all - remember to have fun!



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