

How-to-guide



Quiz Night

A step-by-step guide on how to run a successful quiz night!

In this document you'll find:

- Planning tips and must-do's
- Question round ideas
- Venue information
- Handy links



Life Flight
Saves time · Saves lives

So, you want to raise some money for a great cause and have fun at the same time, ka rawe; awesome! Follow our guide to find out how to make this happen.

Step 1: Find a venue



Having a place to hold your fundraising quiz night is key to confirming the other details you need to plan this event. The aim is to find a venue that will not charge you to run the event, as every dollar spent is a dollar less for you to donate to Life Flight Trust.

Think about the audience you are planning to target and the numbers you hope to attend, as this might help guide you to the best venue for your fundraiser.

Ideas include, but are not limited to:



Community/school hall – if you plan to make this a local community event, then a community or school hall is a great option. Many of these venues are happy to host an event for free to support a great cause. One thing to check is that they have the furniture and AV required. Anything you need to hire obviously eats into your overall fundraising efforts.



Local pub/tavern/bar – many venues will allow you to “book” an area for your quiz for free on the premise that a certain amount of money needs to be spent over the bar... so invite your thirsty friends. Some pubs even have regular quiz nights that they let different charities host and make money from. Check in with your local pub, which might provide a ready-made audience.



Workplace – the team that quizzes together stays together...or something like that! Why not rally your colleagues together for some friendly competition in a workplace quiz night?



Sports Clubs - while many sports clubs run their own fundraising quizzes, you might find that they are happy to support the fundraising efforts of another great cause. They can make any profits off the bar, so it is a win-win...and every sports team likes to win! Most clubrooms will have the basic infrastructure for a quiz night – tables/chairs/PA system and refreshments.



Step 2: Pick a date

Now that you have your venue sorted you can work with them to find the best night to host your Quiz.



Main considerations for timing are:

Give yourself enough time to plan and promote the quiz but not too long that people lose enthusiasm waiting for the event to happen.

Check what else is happening locally as not to clash with other similar events.

Check the available dates that your venue has to avoid double-booking.

Step 3: Planning

There are some key things to consider when planning a quiz night and ensuring the delivery is smooth on the night.

These include:



Helpers – do you need anyone else to help you on the night to mark quiz rounds, hand out papers, sign people in etc. Make sure you have enough volunteers on the night to not be stressed, and everyone has a good time.



Quiz master – a good quiz master can make a massive difference to the success and enjoyment of a quiz night. Some venues will have a QM that they always use. If you need to source your own, think of someone you know who is confident, a good speaker and happy to add some good banter between quiz rounds. Ideally, they will volunteer to support the cause.



Audio visual – ideally, your venue will have access to AV equipment (microphone, screen(s), basic speaker system, etc.). You want to ensure you know how to use this gear before quiz night or that someone from the venue will be there to help you.



Entry fee – you will need to decide (possibly with your venue) what the entry fee for the quiz will be as this will be your primary money maker for fundraising. Remember, people like supporting great causes, so don't be afraid of charging them for a fun night in the name of charity.



Prizes – it can sometimes be hard to ask for prizes, but most people are happy to help. Remember to approach business as partners and not just as givers – supporting your event is mutually beneficial as they can be promoted at your event. Aim to find local businesses first rather than chain stores (it is nice to support local). You will probably have more success, too. If you are holding the event at a pub, they may offer up vouchers as prizes. You might find you have more than you need for just winners' prizes. You can add a raffle to the quiz night that can be drawn between quiz rounds, which helps add in some extra excitement and, more importantly, some extra money raised.



Capacity and registration – work with your venue to find out how many people you can fit and what size a team needs to be so you can arrange table sizes and spacing. You must decide whether people need to register before the event or if they can just turn up on the night – make this clear when promoting the event.

Step 4: The quiz

You want to ensure that your quiz is fun, challenging and diverse. You will need to decide how many rounds your quiz will be and will it be themed or just various topics per round. If you have access to a screen and PA that people can see and hear – you might like to have a sound and/or a video round. Will you have double point rounds or any other bonus rounds?

Most quizzes have 8-10 rounds with 8-10 questions.



check out <https://ilovenz.me/new-zealand-quizzes/> for more ideas.

Step 5: Promotion

By now, you will be getting excited about your event, so it is time to start getting other people excited too!

Utilise all the channels available to you to generate interest in your Quiz Night – if there is a maximum capacity at the venue, then promoting this as an urgency to enter a team can help people lock it in early.

Key places for promo:



Social media – Facebook, Instagram etc. - encourage others associated with the event to share your event listing and tag sponsors and the venue to help spread the word to more people.



Making and printing posters that can be put up around your workplace, local businesses, at the venue or put in a community/school newsletter



Word of mouth – be excited and get others excited too. Your own enthusiasm for the event is often one of the best promotional tools you can use.

Ngāwi Quiz Night

The Cape Palliser Resident and Ratepayers Association hosted their own quiz night, inviting people from around their local area to attend and raise money for Life Flight. They had prizes and raffles up for grabs, and made sure everyone knew it was a fundraiser. They had a fun time on the night, and ended up raising **\$10,000!**



Step 6: Showtime!

Give yourself plenty of time to set up before the quiz starts. Make sure you have printed off enough quiz sheets, have spare pens and double-check your quiz power points/video/sound are all working before people arrive. If you have other people helping to mark the quiz sheets, make sure everyone knows the marking system and has a copy of the answer sheets.

Remember to take some photos of the quiz in action that you will be able to share with everyone after the event.

Once people have arrived, try to enjoy the atmosphere and energy. You have put in a lot of hard work to make this happen and raise money for such a worthy cause, so don't forget to take it all in and be proud of yourself.



Step 7: After the event

Once you know how much money you have raised, make sure you let people know and thank everyone (Life Flight Trust, sponsors, venue, attendees etc.) for making it happen.

We would love to know how your fundraiser went, how much money was raised and to see photos, so please share this with us.

After this, the only thing left to do is start planning next year's quiz!

