

How to organise a quiz

You'll need: A large flip-chart easel and pad or a wipe board for marking up results

■ Quiz sheets (remember to leave space for the team name and table number) ■ Pencils
■ Tables and chairs for the teams ■ Table for the quiz host and person marking the question sheets ■ Calculator ■ Marker pen

Lead time: 8–12 weeks

Outlay: Venue hire ■ Food and drink ■ Equipment and materials (including tickets and posters)

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

Who's the event suitable for? Adults (age 16+), although you could organise a children's quiz

Frequency: Assess the popularity of the first event and, if successful, you could repeat it three or four times a year

Venue

Check out and book the venue in advance. Popular places for a quiz include a church, village hall, community centre or school hall. Your local pub may also be an option. If they serve food, you could ask if they'd donate a percentage of their income from certain dishes to us.

Find out how many tables and chairs can be provided and comfortably accommodated in the room. It's good practice to have tables far enough apart so that teams can't overhear each other's 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. Running a bar can provide extra income but will require a licence, staff and purchase of supplies, unless the venue will run this for their own profits. Instead, you may prefer to ask attendees to supply their own drinks.

Make sure you 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 help your event be as successful as possible, send free press releases to local newspapers and put up posters 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 the contact details for purchasing 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 (two to three months in advance of the event).

There are lots of great event listing pages online – just search for what's on in your area and see how you can get your event added. Local council and newspaper websites are good places to start.

You could also advertise on social media and use a popular hashtag, such as #whatson, #quiz #charityquiz or use a hashtag followed by the name of your local area. 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 as follows:

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 reasonable.

Raffle – Try to get local businesses to donate prizes (just don't include alcohol or cash prizes). Cloakroom 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, make sure you word them so there's only one possible answer. You could provide clues, or make some of the more difficult questions multiple choice. Three rounds consisting of ten questions each is recommended.

Some popular categories are: Animals ■ History ■ General knowledge ■ Local knowledge ■ Holiday destinations ■ Films ■ The Royal Family ■ Music ■ TV ■ Nature

An audio round can add a bit of fun. You could focus on identifying songs from a certain decade (depending on your audience), themes from TV programmes or adverts or movie soundtracks. Just make sure 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 quiz host 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 flip-chart easel (put the number of the round along the top and the team name and number down the side). The quiz host should announce the answers to the previous round at some point between rounds. Have an interval halfway through to draw the raffle, sell tea and coffee or other refreshments.

Finally, don't forget the prizes! You may like to award the team in last position with a consolation prize, such as a wooden spoon or a packet of crisps. For the winning team, you may want to create an animal-themed trophy, such as a rubber toy on a plaque. Otherwise, bottles of wine or boxes of chocolates may be suitable.

After all that, you should be ready to host your event. Good luck, and thank you for helping to raise funds for animal welfare! Together, we can improve the lives of every kind.

