

Let's get Quizzical

Quiz organiser's guide



Registered charity in England and Wales (263710) and in Scotland (SC002327) RH 2667

shelter.org.uk/quiz

Shelter

Getting started

Pick a time and place

Teams up and down the country will be getting Quizzical during November and December. If you hold your quiz then, you'll be in good company. But of course you can do it whenever it suits you!

Find a venue

Find somewhere big enough to fit the number of people taking part, with tables and chairs so that teams can sit together.

If you're holding your quiz at work, a large conference room or canteen is ideal. Alternatively you could try:

- pubs, bars or restaurants
- health clubs
- hotels/conference centres
- community centres
- local schools or places of worship
- your home (if it is big enough!)

Some places may charge a fee – it's worth asking if there's a discount charity rate when you book the venue.

If the venue is large, or you are expecting a lot of people (which hopefully you are!), you might want to get a microphone and PA system set up so you don't have to shout!

Sign people up

Your aim is to recruit as many teams as possible, each with a maximum of six members.

Spread the word

To get the numbers up, you could:

- Emphasise that it's not a specialist quiz! There are questions on loads of different subjects, so everyone has a chance to shine.
- Set up a Facebook group and email to your friends, family, work colleagues and neighbours, or tweet about it if you're on Twitter.
- Post messages on work online forums.
- Put up posters and hand out leaflets. You can download extra posters from shelter.org.uk/quiz

Do some PR

You might want to publicise your quiz to the local press and radio to show how you or your company is supporting Shelter. Sample PR templates are available to download from shelter.org.uk/quiz

Arrange prizes

Find prizes for the winning and runner-up teams.

You could ask local businesses or, if you're getting Quizzical at work, you could ask your employer to donate the prizes. If you're holding the quiz in a pub, try asking the landlord to donate a free round of drinks. Don't forget a booby prize for the losing team!

Charge a set price

We recommend that each team member pays £5 to take part, but price the quiz to suit your audience's pockets!

Whatever you charge, ideally you should collect the money before the event, but realistically people will probably want to pay on the door. Either way, make sure you've got somewhere safe to keep the cash.

Prize draw!

Great prizes up for grabs for whoever raises the most money from their quiz! See shelter.org.uk/quiz for more details.



How to drum up more cash

Hold a raffle

Organising a raffle as part of the quiz night will raise even more funds for Shelter. All you need is a book of tickets – available cheap from stationers like Ryman or WH Smith – and prizes. These could be sourced from:

- off-licences – for bottles of wine or champagne
- supermarkets and local retailers – for gift vouchers or donated goods
- beauty salons – for treatment vouchers
- pubs and restaurants – for free meals and drinks
- gyms – for free personal training.

Match funding

If you're getting Quizzical at work, ask your employer to match-fund any money you raise on the night (ie contribute a donation of the same value). It's a great way for firms to show their commitment to corporate social responsibility, and an easy way to double your fundraising tally!

Food and drinks promotions

If you are holding your quiz in a community centre or at home, you could put on a buffet and drinks and ask for a contribution from participants.

It's worth approaching local companies, like supermarkets and takeaways, to ask if they would donate food and drink for free in exchange for free advertisement at your event.

Holding your quiz in a bar or pub? You could ask the landlord whether they would donate a percentage of their food and drink profit for the evening to your quiz. Remember, you are probably bringing in business for them, especially on what might otherwise be a quiet week night!



Match funding

Ask your employer to match-fund any money you raise on the night!

On the night

Responsibilities

As the quiz organiser you will need to allocate tasks to a few willing helpers:

- quiz master – a confident public speaker to read out the questions and answers
- scorers – to mark the answers, keep scores up to date and resolve any disputes
- raffle sellers – to sell raffle tickets at tables, draw out winners and allocate prizes
- photographer – to keep a record of the event. Send your snaps to Shelter and we'll put the best up on our online photo gallery.

Quiz format

There are two sets of questions to choose from: standard and difficult (for particularly competitive players looking for a challenge!). When you register to hold a quiz you can choose which set you want to use. You can use a combination of the easy and hard questions if you think you can keep track of what's what. We can't take any responsibility for recriminations and confusion over marking!

The quiz takes about two hours to complete and has eight rounds, plus an optional picture round. Each round contains ten questions. If you want to make the quiz shorter you can omit rounds, or some of the questions.

We recommend that the answers are marked by one person, in the interests of consistency and speed. Alternatively, you can ask teams to swap papers. To bring out people's competitive spirit, the quizmaster can read out the scores halfway through.

To add to the fun, teams can choose to play their Cheggers card (available to download from shelter.org.uk/quiz), for one round only, in order to double their points for that round. They must clearly announce their intention before the round begins though, not afterwards!

We suggest the following format:

Picture round (optional)

Rounds 1 and 2 / Answers to 1 and 2

Rounds 3 and 4 / Answers to 3 and 4

Break

Scores at the end of round 4

Rounds 5 and 6 / Answers to 5 and 6

Rounds 7 and 8 / Answers to 7 and 8

Final scores

Raffle draw/prize-giving (if you're doing this).

Security at the event

- Encourage participants to pay you in advance to reduce the amount of money being carried on the night.
- If you do collect cash on the night, make sure there are always two of you doing the collecting and count up the money at the end of the evening.
- Some venues may have a safe where you can store the money overnight. Ask your venue in advance if they can provide this service.
- If you're carrying large amounts of cash, leave the venue in a vehicle, not on foot. This is particularly important late at night.

Thank you!

All the money raised by Let's Get Quizzical will go directly to help families across Britain find and keep a permanent, decent home.



After the event

Collecting and paying in the money

Please collect all the entrance fees and any additional income from your quiz and send it with a donation form (available from shelter.org.uk/quiz) to Shelter as a single payment, by cheque, credit/debit card or online.

Please don't send cash!

Paying by cheque

Please write a cheque, made payable to Shelter, for the amount raised and send it with the donation form (available from shelter.org.uk/quiz) to the address below:

Let's Get Quizzical
Shelter
88 Old Street
EC1V 9HU

Paying by credit/debit card

Fill in your card details on the donation form (downloadable from shelter.org.uk/quiz) and send it back to us at the address above.

Paying online

Go to shelter.org.uk/quiz and fill in your card details on our secure payment page. Please download a donation form and send it to us separately at the address above.

Donation form

It is really important that you return the donation form with your payment so that we can track income raised from the quiz, thank you properly, and enter you into the prize draw!

You can download donation forms at shelter.org.uk/quiz

Photos and testimonials

We'd really like to hear how your quiz went so please take a minute to fill in the feedback form (available from shelter.org.uk/quiz) – it will help us plan for next time!

We'd love to see your photos too. You can email them to quiz@shelter.org.uk or send to the address above.



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