

How to hold a quiz night

Get your community together for an evening of fun, and raise some money to make a difference to the lives of cancer patients and their loved ones.

1 Planning ahead

- Choose your venue - it could be at home or work, or in a local community centre or pub.
- Give people plenty of notice and make sure you pick a date that doesn't clash with other events in your area.
- Try to advertise the event at least two weeks in advance. Put up posters in the venue, around the community and on charity boards in your local supermarket or work. Use social media to advertise and most importantly, spread the news by word of mouth.
- Look the part – we have some great Tenovus Cancer Care branded materials available, such as banner, balloons, t-shirts and leaflets to help your event shine. Get in touch: fundraising@tenovuscancercare.org.uk 029 2076 8863
- Ask local businesses to donate goodies that could be prizes for your winners. A good prize can encourage teams to sign up and get involved.
- Get your quiz written well in advance and work out if you'll need anything to support you on the day of the event. If you're doing a music round, you may need a PA system. See section two for our top quiz writing tips!
- Get a team together to help on the night. You'll need a quiz master to read questions and announce winners, they'll need to be enthusiastic and happy with public speaking. Get some people to help give out quiz sheets, collect money and count the points.
- When hosting any fundraising event, please take into consideration the importance of conducting a risk assessment and any insurance that may be needed. For more info, please contact the Fundraising Team.



2 Writing your quiz

- Your quiz should be between four to eight rounds, with roughly 10 questions per round.
- Try to make your quiz appeal to as many people as possible, with a mixture of rounds. We'd suggest things like General Knowledge, History, Geography, Sports, Literature, Film & TV, and Music.
- There are plenty of quiz examples online, so have a search and you may find a few question ideas.
- If you're feeling adventurous, why not try a picture or music round? If doing either of these, make sure you prepare as picture rounds will likely need extra print-outs, and a music round will need a PA system plus a way to connect your phone or laptop.
- Consider a theme - if you're holding your quiz around a holiday or event, you could make it a themed quiz.
- Make sure you have one or two tie breaker questions prepped in case of a draw!

3 On the day

- Decide on an entry fee. For example, £2 per person or £10 per team. Make sure to collect payment from everyone before getting started with the quiz.
- Hand out quiz sheets and pens to all the teams, and ask them to choose their team names.
- Once everyone's ready to get started, hand over to your quiz master to introduce the quiz and give clear instructions.
- We'd recommend taking a break halfway through the quiz to give people time to get drinks or pop to the toilet, especially if it's a particularly long quiz.
- After the last round, take another quick break to give you time to tally up the scores before announcing your winner and handing out the prizes!
- If you want to raise a little bit more, why not hold a raffle on the night?
- Make sure to thank everyone who came along and supported you, and helped raise as much money as possible. Why not take the opportunity to say something about Tenovus Cancer Care and how the quiz will help to support people affected by cancer.

4 After the event

- Make sure to thank everyone who helped and let them know how much you raised!
- Get your event in the local newspaper. Send a press release, along with any photos and the total raised.
- When counting the cash you raised, look to count in a secure place not in the open. Wherever possible, make sure it's counted and recorded by two people.
- No matter how much you raise, every penny counts. There are a few ways to pay it in:

By post - send a cheque made payable to Tenovus Cancer Care, to:
Tenovus Cancer Care, First Floor, Jones Court, Womanby Street, Cardiff CF10 1BR

Over the phone - Call 029 2076 8850 to make a card payment.

Online - pay it in on our website at tenovuscancercare.org.uk/donate

Get in touch

If you need anything, we're here to help:
fundraising@tenovuscancercare.org.uk
029 2076 8863

Thank you so much

for helping us support people and their loved ones to live well with cancer.

Good luck and have fun!



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Fundraising for Tenovus Cancer Care
Registered Charity No. 1054015

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