

10 Step Plan

How to hold a great trivia night:

The best thing about holding a Trivia night is that they are fun and a great way to get your story out to a larger network. Ask your friends, family and work colleagues to form teams, inviting some new faces outside of your network and make a great night of it with extra prizes, maybe an action and delicious food. Players form teams and compete against each other in answering questions. The goal for each team is to get the most number of points. The team with the most points wins the main prize at the end of the night. Throughout the night, teams can also compete for smaller spot prizes which all helps to bring in more funds.

1. Set your goals

Set yourself a clear goal of what you want to achieve from the trivia night. Be specific, I want to raise \$600 from ticket sales, \$400 for games through the night and \$500 from donation tins. This will help you put your plan and budget together.

2. Plan, plan, plan

Prepare a checklist. Think about all the jobs you will need to do in lead up to the event and during. Where will the Trivia night be held? What date and what time? How will you attract people to your event? How will you sell tickets? What are the prizes? How will you get the prizes to the venue? Do you need to hire equipment? Who is the MC? Who is preparing the trivia questions? Who is setting up the venue for the event? Do you need to consider any contingency plans – what could go wrong? Include all the things you need: refreshments, equipment, transport, prizes. The will help you remember what you have / haven't already done.

3. Delegate

Write a running sheet. Break down your plan into steps of what needs to be done. If you have a group of people helping you, assign them jobs. Always think about what people are good at when allocating tasks. Be clear on the timetable for each job, some jobs can't wait. Always allow more time than you think. Don't do it all yourself!

4. Will this event raise money?

Go through your plan and determine a budget. List all of the costs and then subtract total costs from your fundraising target. What's left – is this the amount you want to raise. Rethink your plan if necessary. Your total fundraising should be at least double the amount you are spending otherwise it may not be worthwhile.

5. Plan your advertising

Think about how you plan to let people know about your trivia night. Can you place flyers at the venue to advertise to regular customers? Get your friends to spread the word. Place posters in venues or on community noticeboards in the area? Can you advertise in the local newspaper? Can you advertise at your work place? Will any of this advertising cost money?

6. Get Support – Donations and Sponsors

How will you get prizes donated to you? Ask the manager of the venue if they will donate a prize, you are going to be bringing customers to their venue. Will a printer reduce their cost? It all helps to cut costs.

7. What are some of the things I need for my trivia night

Games: Will you run quick games for spot prizes.

Questions: What sort of questions will you ask? They are usually broken down into genres and range from easy to hard. Some genres: Films, Music, Animals, Sport, Popular culture. Break it up with novelty questions. Can you purchase a set of questions? We have a series of trivia questions, let us know if you would like a copy.

Music: Will music play in the background while sheets are being marked.

Host: You will need a quiz master. This person is usually responsible for reading the questions, judging the best answers, keeping the score.

Stationary: Answer sheets and pens for each team. A scoreboard also allows teams to see their progress in the competition.

8. Equipment

Your venue should include music facilities, microphones, tables and seating. Confirm that if they don't have this equipment do they mind if you bring a CD player and a microphone.

9. Keep it legal

Investigate if you need any special permissions or licences. Do you require public liability insurance? Will people be making donations – do you need tax deductible receipts. Are people buying items from you – this requires a different type of receipt. You also need your 'authority to fundraise' from us. If in doubt, contact us.

10. Bank & thank

Funds raised must be banked with MS Australia within 1 month of the event. Keep records of all the money spent and received. Return any receipt books you have requested. Thank everyone who helped and thank all your sponsors.