

# IDEAS FOR A SUCCESSFUL QUIZ NIGHT



## Venue

Choose your venue early and lock it in, remembering the most suitable night of the week for a Quiz night is Saturday. Make sure the venue is large enough with a kitchen and adequate toilet facilities.

If your group doesn't have a venue, you can hire school halls, council halls or a local sporting club facility for a reasonable rate. Make sure there is a good P.A. system and the microphone works.

A CD player facility is a useful addition. A large whiteboard/blackboard is ideal for keeping score. You can decorate the room but this costs time and money. It is easier to encourage teams to dress up (fancy dress) and get them to decorate their own tables. Choose a theme such as 60's, beach, movies or superheroes and give a prize for best-dressed team or table.

## Organization:

Make sure that you have a reliable team to help prepare for the big night. There are many jobs, so delegate.

## Things to do:

Organize prizes for the quiz, raffle and games. Promote your night and arrange a fundraising raffle and games. Buy a supply of spare pens in case people forget their own.

## Entry cost:

This is always a tough one but establish a fee that will encourage as many people as possible to turn up on the night rather than frighten them off because of high costs. A price range between \$10 to \$20 per person is a good starting point.

## Promotion:

Design a flyer to help promote your event. A simple 2-3 colour flyer is perfect for home printers. Look to your members and their friends to spread the word. Even have them letterbox their local neighbourhood and put a flyer on the community notice board at schools or shopping centres.

## Prizes:

Everyone wants to win something so many small prizes can be a hit. Don't spend too much; the trick to good fundraising is to encourage local people or businesses to donate the prizes. Fast food, electrical retailers, hardware stores and cinema chains are usually very generous. It is also important to explain to sponsors how they will be acknowledged.

If you have enough prizes put one aside for a lucky door prize.

## On The Night

Be organized and arrive at your venue early. There is nothing worse than trying to set up whilst people are turning up for the evening. Have your prizes out and ready. Check that the P.A. system and CD player are working. Two Committee members will need to mark answer sheets and keep the scoreboard up-to-date. Teams of 8-10 people for each table are ideal.

Make sure the starting time is adhered to; waiting for latecomers can be frustrating for others and leaves less time for fundraising activities.

Prior to starting, ask all teams to write down the total number of questions they think they will get right for the entire night on the upper right hand corner of the round 1 score sheet. This can then be used as a tie breaker if any on the top 3 positions end in a tie. In the event of a tie, the team that has scored the closest number of correct answers to their original estimate is declared the winner.

## Questions

Quiz night questions should be designed so that at least 80 per cent of the questions will be answered correctly and they should cover a wide range of topics.

Eight rounds with ten questions each are ample for the night. If there are a lot of other things happening, cut it back to eight questions for each round. If the night starts to drag on, just delete a round or a couple of questions.

Do not spend a large amount of time in between questions, 45 seconds to 1 minute should be enough. Make sure you announce the decision of the judges or MC is final, you don't want to waste time arguing about answers.