



1. Book a venue

- Contact your local bar/pub/town hall/sporting club. Remember to pick a convenient venue for your family and friends to attend.
- Let the venue know that you have the required **Authority to Fundraise** letter from the Perkins, as well as **Public Liability Insurance** covering yourself and your volunteers (please contact Kelly at the Perkins to obtain these).
- Ask the venue if they can contribute in a charitable way (e.g. discounted venue hire rate).
- Discuss the food and drink options – is the venue BYO? It's best to select a venue that allows people to bring their own plates of food and alcohol. Otherwise, see if the bar can contribute to your event's fundraising. For example, ask if they are willing to donate \$1 per drink.
- Pick a date that gives you enough time to advertise, and remind people to bring cash! You will also need to let everyone know if it's BYO and if they are required to bring food.



2. Discuss how many seats to a table

Speak to your venue contact to determine the number of seats for each table, as this will depend on their seating capacity. We recommend no more than 8 to a table.



3. Sell tickets online

Create an event at www.eventbrite.com so people can buy tickets online. We suggest a ticket price of \$20-\$30 per person.



4. Pick an MC for the night

This should be someone charismatic and doesn't mind public speaking! You can also hire an MC for the evening. They will usually provide their own trivia questions. Some fantastic full service quiz night providers include Bogan Bingo and Dux Nuts.



5. Select some questions

Break these up into rounds based on themes (e.g. movie trivia, geography, sport). You can find some great content for quiz nights by Googling trivia questions. Something to consider when selecting questions is a double or nothing round. This will spice things up and keep everyone really engaged!



6. Keeping score

The easiest way to keep track of everyone's score is to have each team elect one person to write down their answers, which you collect and score at the end of the game. The simplest way to do this is to award one point for each correct answer. You can tally your scores at the end of the game.

- Don't forget to have some tiebreaker questions handy just in case! First one to get it right wins. This is a good time to bring out the really hard questions.
- Provide enough pens and answer pads for every team.



7. Advertise

Now that you have organised the event, the most important thing to do is fill seats!

- Send a round of emails to your close network (family, friends and work colleagues) and share it on social media.
- Message Kelly at the Perkins so she can share it on the events Facebook page.



8. Get more out of your quiz night

- Allow people to pay for a clue. For example, charge a gold coin donation for hints for tough questions!
- Hold a raffle to increase the profits from the night. We suggest selling tickets at \$2 each, or 3 for \$5.
- Try to get raffle items donated from local businesses. A great way to create a prize is by making one big hamper.
- If you have high value items donated, we suggest holding a silent auction where people can walk around and write down their bids for prizes.
- Hold a heads or tails game in between rounds, and charge a gold coin donation to enter.
- A great game to play at events like this is 'roll and win'.