

Quiz night fundraiser instructions – printable version

How it works.

Here you'll find everything you need to host your own fun evening of quizzing and fundraising. We've created two versions of the quiz: one with audio/video elements (if the venue has a set-up where you can plug a laptop into a screen and a speaker system), and a simpler version with just the questions and no need for plugs and cables. These are the instructions for the simpler, printable version.

Before you begin

This version of our quiz is a great option if you're in a venue without screens: simply download and print the host's question and answer sheet (for your eyes only!) and as many of the contestant's answer sheets, which includes the picture round, as you have teams (plus a few spares).

The rounds

The quiz is split into one picture round and four question rounds. The picture round sheets should be printed in advance and handed out at the start of the evening, along with answer sheets for participants to fill in. Participants should complete them over the course of the evening and we suggest collecting the answers before the last round.

Picture round

We have included a PDF of the picture round to be printed and handed out before the quiz starts. Contestants must name as many of the people in the pictures as possible. One point is awarded for a correct first name and one point for a surname. We'd suggest not penalising people for spelling as long as it is phonetically correct. There is a hidden connection between the people pictured (they share the same name as characters from *Friends*, but don't tell them that unless they are really stuck); there are no points for getting the connection – but it will help with identifying some of the trickier subjects.

Question rounds

We suggest running through the questions one by one, giving people plenty of time to discuss their answers before writing them down. Ask if anyone needs a question repeated. Each correct answer is worth two points. If you are feeling generous you can give one point for an almost correct answer (e.g. surname but not first name)

Question round 1: General knowledge

Ten general knowledge questions to be read out by the quizmaster. Two points per correct answer, so this round is worth a total of 20 points.

Round 2: Geography

Ten questions about geography to be read out by the quizmaster. Two points per correct answer, so this round is worth a total of 20 points.

Round 3: Arts and entertainment

Ten questions about arts and entertainment. Two points per correct answer, so this round is worth a total of 20 points.

[Remember to collect your picture round answers at this point]

Round 4: The charity round

A reminder of why we are all here – five multiple-choice questions about good deeds, charities and acts of giving. Two points per correct answer, so this round is worth a total of 10 points. This is a good chance for you to plug your Virgin Money Giving page.

Tie-breaker

In the event of a tie, the quizmaster will ask the tied teams to guess the amount of money raised on Virgin Money Giving in 2019. The team that gets closest to the correct answer wins.

Notes on hosting

Hosting a quiz can be stressful, but these people are your supporters and will want you to do well. We suggest allowing time for people to have a chat in between rounds

It isn't necessary to limit the size of teams, but four to five is the ideal number. If anyone has a particularly large team you can gently suggest they split it in two. You can also say that large teams will be expected to double their donation.

Make it very clear that mobile phones are not allowed – nothing is likely to annoy a quiz-goer more than the suspicion that the person on the other table is cheating. Ask everyone to keep their phones in their pockets!

For scoring, the simplest way is for teams to swap their answer sheets at the end of each round. You then read out the answers, with the opposing teams marking each other's sheets before returning them. Once the teams have checked they were scored correctly the quizmaster can collect the sheets and keep a tally of the score, which should be read out before the start of each round.

Do remember to keep plugging your Virgin Money Giving or Just Giving page and reminding people why they are there.

Have fun!

