How to... Plan a table quiz

1. Choose the date

Try to avoid clashing with other big events i.e. sporting finals, public holidays etc. Think of a date/time which will suit most people you know.

1. Book venue

Can you make use of a venue free of charge, e.g. church hall, sports clubhouse or community centre. Think about the size of the venue and how many people it can accommodate. Are there adequate facilities, e.g. tables/chairs? Will you need to bring your own microphone, laptop and data projector?

You may also need to consider whether you are you providing food/supper? Is this included in the original donation or do you plan to charge extra? Can the venue accommodate the preparation and/or serving of refreshments?

1. Publicise your event

Your posters should include the name of event, support for Habitat NI and your Team, venue, date, time, ticket price or donation at the door details, your contact details and our charity number. Make it eye-catching and fun! Ask local shops, your church, etc to display posters

Ask family & friends to help spread the word and recruit teams! Make use of social media.

You also need to decide whether you will sell tickets or ask for a donation at the door. Habitat is able to collect gift aid on donations and you might find people donate at least the amount you hoped for from ticket sales. However, it can be beneficial to allocate tickets prior to the event as it will help you to monitor interest and determine the number of people who will be attending.

1. Recruit a quizmaster

Will you host the quiz or do you know of anyone who will host the evening for free? Your quizmaster should be fun and help create an enjoyable night and maximise donations!

1. Set questions and rules

You will probably need to have approx 10 rounds. You can find ideas and help with questions online at: <http://www.quizsupplies.co.uk/free_downloads/>

<http://www.quiz-zone.co.uk/> <http://www.quiz.co.uk/>

Think about your audience, how difficult do you want to make the questions? Make sure to double check all your answers. Include a few interactive rounds to engage the audience, e.g. a music round & picture round. Most quizzes provide their picture round at the beginning of the quiz, to give the teams enough time to look at them and discuss them. This also gives them something to keep them busy during the break.

Consider how many people you are going to allow in each team. Some quizzes allow around 4 members per team, others allow as many contestants in each team as you like. Whatever you decide, make sure you communicate it to your guests. Ask your teams to come up with a distinctive name at the beginning. It will create a good atmosphere and help engage with everyone early!

### Jokers

### Some quizzes provide Joker cards. One card is given to each team at the beginning of the event and once you announce what the title of each round is going to be, each team decides on which round they would like to ‘play their Joker’. They will get double points on this round.

1. Secure prizes

What are your prizes going to be? Will you give prizes for 1st, 2nd and 3rd? Try to avoid paying for prizes by getting friends to donate prizes to you or ask local businesses/contacts to donate something.

### Breaks

You also want to give your guests enough breaks during the quiz to make a donation, get refreshments etc! Give a little time between each round and one larger break in the middle. The break in the middle could be an opportunity to talk about the work of Habitat, encourage donations and thank everyone for their support. You could also look at doing a raffle or other activity during this time to generate additional funds.

### Announcing scores

At the end of each round you have the option to mark the quizzes yourself, or recruit a few volunteers to help you. Make sure you keep your contestants up to date on scoring. It adds to the feeling of suspense if people know how close (or not!) the scores are. If you are using Jokers, announce whether that team has already used their Joker or not.