Quiz Night Planner

Thank you so much for choosing to support The LUNA Project! We have put together this quiz night planner as a guide to help you put together the best fundraiser that you can. You can go as simple or as elaborate as you like – we want you to have fun fundraising for us! We are very grateful for your support and are happy to help you in any way that we can – if there's anything we can help with get in touch via the contact form on our website or email us direct at thelunaprojectuk@gmail.com

Online or in person?

The first thing you need to decide is whether you will hold your quiz in person or online, as you will need to plan accordingly. There are pros and cons to both options – for example, an online quiz will not incur any venue hire expenses and people can attend no matter where in the world they are, however you run the risk of technical difficulties interfering or people being unable to access. Think about what would suit you and your potential quiz-goers best.
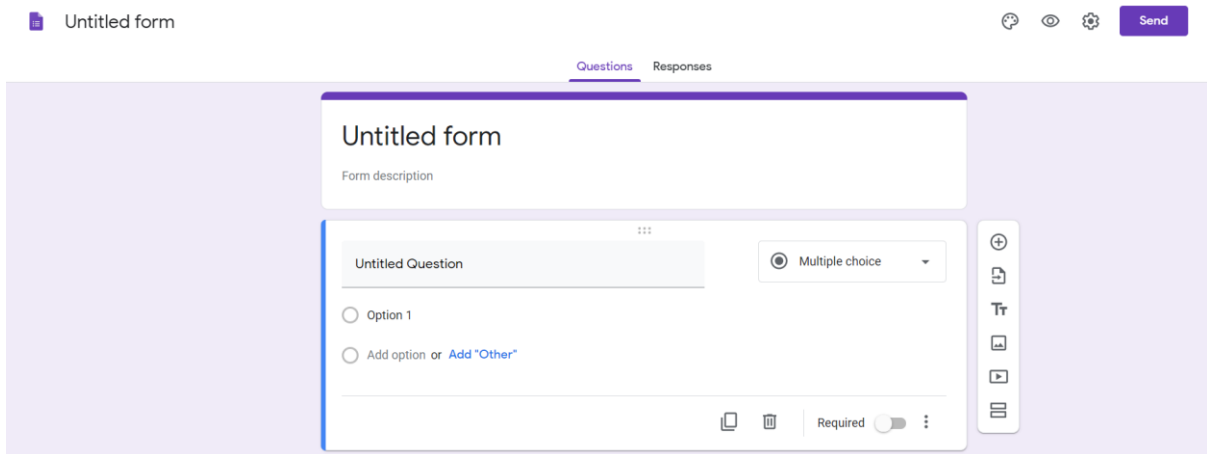
Planning your Quiz Night

Now that you've decided what sort of quiz you're going to hold, it's time to think about the details. Will you need to book a venue? Are you going to need materials? We break it down for you here.

Quiz Questions and Answer Sheets

The first thing you'll need to do in the planning stage is put together your quiz itself. You may want to write your own, or you might rather use one you find online. It's important to have an appropriate number of questions and rounds – you want enough to make it worthwhile, but not so many that it drags on. If you are having multiple rounds, try to include a good range of questions in various different categories so that there's something for everyone. Make sure your answers are accurate – you don't want to have to debate over giving people points! You should also decide if you're going to give any half-points for answers that are almost or partially correct. Make up a slideshow with your questions (and answers) to use on the night to make sure everything runs smoothly.
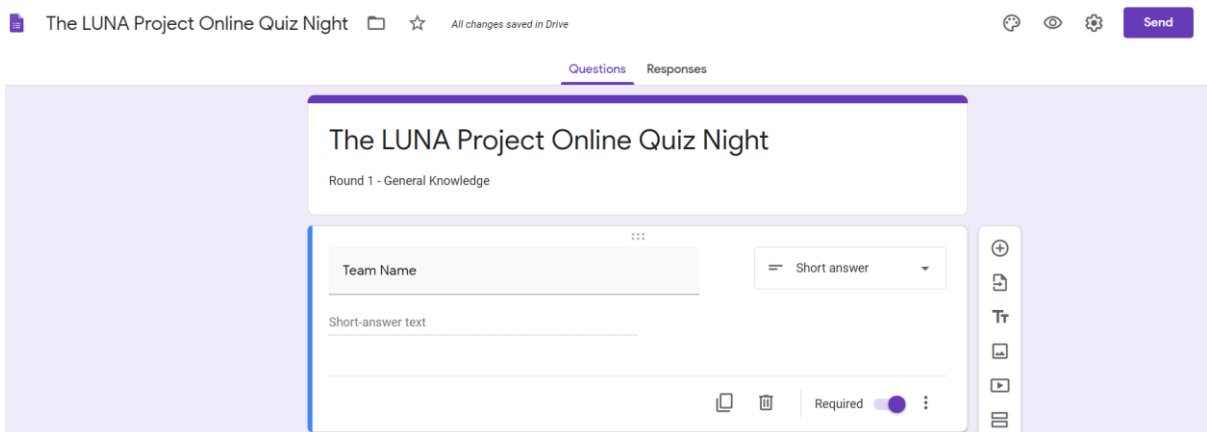
If you are holding your quiz online, you will need to come up with a way for individuals or teams to submit their answers. The easiest way to do this is through Google Forms. Below is a step-by-step guide to creating a Google Form:

- Open Google Drive (if you do not already have a Google account you should create one before this step)
- Press "New", scroll down to "More" and select "Google Form". The following screen will be displayed:

- Insert a title, for example "The LUNA Project Online Quiz Night". In the form description, you can put the title of the round (for example "Round 1 - General Knowledge"
- The first question should be the team name, so you can see which answers are which. Insert the title "Team Name" in the question title box, hover over the drop-down box on the right (which in the image above reads "Multiple choice") and select "Short answer". Click the button which says "Required" on. Your screen should now look like this:

- Insert a question title (for example "Question 1") in the question title box. Hover over the drop-down box on the right (which in the image above reads "Multiple choice") and select "Short answer". Click the button which says "Required" on. Your screen should now look like this:
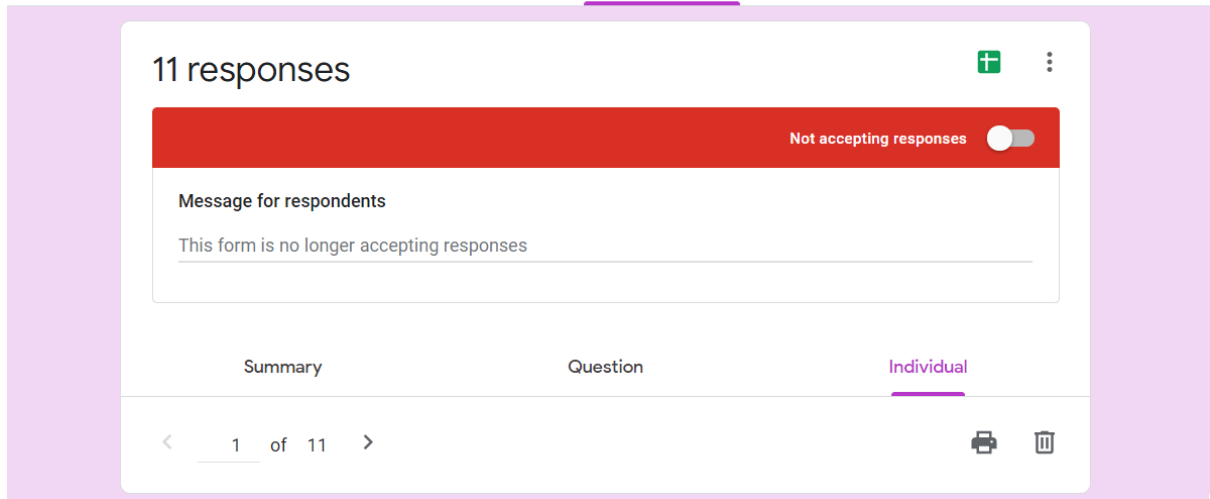

- Insert as many questions as your round requires, making sure to switch the required button on for each one. If you like, you can change the background colours by selecting the palette button in the top right-hand corner.
- Once you have finished inserting your questions, go to the settings button in the top right-hand corner and switch off "Collect email addresses" (this will be easier for your participants as it won't require them to input an email address).
- When you have finished, press the "Send" button and select sending by link (the second option). You can shorten the link to make it easier to cut and paste. When your quiz goes live, share the link to the form with the participants.

- Once people have submitted their answers, you can view them by pressing the word "Responses" at the top of your form. You can view each team's responses by pressing "Individual" on the right-hand side. This makes it easier to mark. Once the round is finished you can switch off responses to the form.

Online Quizzes – Logistics

Most people who participate in quizzes will be doing so in teams – this is slightly trickier for remote quizzes. However, it can be done through platforms such as Zoom or Microsoft Teams. One person can screen share to show the questions and answer forms to everyone else. It's helpful if you put together a short tutorial video on how to screen share and post it on your event page – not everyone will know how to do this, so a tutorial will allow more people to take part in your quiz!

You should also think about how you will display the questions. You may opt to livestream yourself or another organiser reading out the questions, however keep in mind that faulty internet connections might interfere with this. Another option is to pre-record videos of yourself or another organiser reading out the questions, and schedule them to be posted at a specific time. Whichever method you choose, it's a good idea to put up a plain text post of your questions a few minutes later in case technology difficulties cause people to miss the questions.

Timing is important for an online quiz – we recommend releasing your questions and answer form link at a specific time and telling your participants to have their answer forms submitted by a specific time (for example 20 minutes later), after which you will close the form and stop accepting answers.

This helps to ensure the quiz is fair by making sure no team is taking much longer than anyone else to send their answers. Make sure you clearly communicate times to your participants to ensure nobody gets confused and everything runs smoothly.

It's a good idea to have a short break around halfway through to allow teams to relax for a bit, and allow you to catch up on marking responses! You can announce the current leaders halfway through if you like to keep the competition exciting (and remember to announce the winners at the end!).

When and Where?

Now you need to decide on a time, date and venue (if applicable). Take into consideration any other events that may be happening at around the same time as your fundraiser. It's also a good idea to check what the weather will be like around this time in case that will affect your plans in any way. It's always a good idea to put together a back-up plan just in case!

If you are holding your quiz online, it's best to set up an event page on Facebook or something similar. This is where you will be releasing your questions, answer forms and everything else. Once you have set up the page (along with a date and time), circulate the link as much as you can to get people attending.

If you are booking a venue, make sure you have worked out your budget first in case it incurs any costs. Contact the venue early, as it's a good idea to book as far in advance as possible. Ask about facilities such as parking, toilets and kitchens, and what would be available to you. You should also check the venue's capacity and fire safety procedures, as well as any other rules they may have about outside events. If there is a fee for the venue you're using, make sure you work it into your budget. It's a good idea to tell the venue that you are hosting this event for charity – sometimes they will offer you a reduced fee, or even let you use their venue for free! They may even help you to advertise your event (if you ask).

Make sure if you're using an outside venue that you clean up after yourself and leave it in a good condition. Be respectful of the venue you're using (they are doing you a favour!) – if you stay on their good side you're more likely to be allowed back in future!

If you are planning to have teams for your quiz it's a good idea to think about maximum team numbers – having a team of 20 against a team of 4 isn't much

of an even playing field! This is more of an issue for in-person quiz nights, as you can't really enforce a maximum team number online.

Money – Your Target and Budget

If your event is going to incur any costs, you should set a budget before planning any other aspects of the event. For example, you may need to pay for use of a venue, hire entertainment or equipment, buy food or drink for guests or pay for raffle prizes. If you are planning to give prizes to the winning team you should sort these out now. Write down a list of everything you think you'll need and add up the costs before confirming any bookings.

Once you have set yourself a budget, you can set a target goal for your fundraising. If your event is ticketed, this will inform the price you should charge. Decide if you are going to charge entry per person or per team. Try your best to get as much as you can donated – people are usually willing to donate raffle or tombola prizes! It's also a good idea at this stage to get some friends or family on board as volunteers to help on the night – especially useful for passing out answer sheets or marking.

Advertising

Now that you've got the details of your event ironed out, it's time to spread the word! There is a blank poster template you can use to publicise your event in our fundraising pack. Tell your friends and family, make an event on social media, see if there is a local newsletter you can put an advertisement in. Make sure everyone knows the key details – time and date, link or location, price (if applicable) and the cause. We have lots of information available about who we are and what we do – let people know what their money is going towards! If you are using an online fundraising platform such as JustGiving, spread the link to your page far and wide!

Maximising your Fundraiser

Now your fundraiser is almost ready to go – here is a short list of fun, extra activities you can include to get the most money possible from your fundraiser. (N.B. these are more helpful for in-person fundraisers than online ones)

Raffle or Tombola – Raffles and tombolas are a good way to raise some extra money. You can ask for donations from friends, family or local businesses, and all you will need to buy is a book of raffle tickets. Make sure you draw the

raffle before the night is over. If you are donated a big prize, you could even auction it off.

Guess the Teddy Bear's Birthday – A fun and fairly easy fundraiser is to get yourself a large teddy bear, pick a date for its birthday, and charge people a small amount to guess it. Whoever is closest wins the bear, and you will have raised a decent amount. Guessing games like these are quite popular and there are several variations, such as guessing the number of sweets in a jar or the weight of a cake. Anything goes!

Bucket Collection – A very simple one – simply pass around a bucket or have one at the door for people to drop their loose change into.

Make sure you thank everyone who helped to make your fundraiser possible! Let people know how much you managed to raise and how grateful you are for their support.

Accessibility and your Fundraiser

Since The LUNA Project works to raise awareness of and support young people with disabilities and long-term chronic conditions, it's a good idea to think of ways you can make your fundraiser accessible while you're planning it. If your quiz is in person, is the venue you're holding your event in wheelchair accessible? Have you posted plain text versions of your questions to the event page if your quiz is online? Think of things like these during the planning stage, especially if you know that someone with a particular condition will be attending your event – this way you can make any arrangements required.

Checklist

Here is a final checklist to make sure you're all set!

Task	Complete?
Will it be in person or online?	
Have you got your questions sorted?	
If your quiz will be online, have you set up an event page?	

Question	
If your quiz is online, have you created answer forms? Have you sorted out how you will communicate your questions to participants?	
If your quiz is online, have you put out guidance on how to use platforms such as Zoom or Microsoft Teams for people to work in teams?	
Do you need any materials?	
What is your budget?	
What is your fundraising target?	
Do you need to organise a venue?	
When and where will you hold your event?	
Have you hired anything that you need? (e.g. venue, entertainment, equipment)	
Where and how will you advertise your event?	
Have you got volunteers to help you on the night?	
Are you going to have any extra activities? What do you need for them?	
If you are using online fundraising, have you set up your page?	
If your event is ticketed, have you decided on a price? Do you have your tickets ready to sell? Where and how will you sell them?	
If you are giving prizes to the winners do you have these sorted?	
If your quiz is online have you scheduled when your answer forms should be submitted by?	
Do you have any of our information leaflets you would like to use at your event?	

Have you cleaned up after your event and left the venue as you found it?	
Have you thanked everyone who helped make your event possible?	