

bibic Quiz Night

Thank you for choosing to host a quiz to raise money for bibic. We rely on the generous support of individuals, communities and businesses to continue our vital work transforming children's lives.



What we do

bibic is a national charity and exists to maximise the potential of children and young people with conditions affecting their social, communication, sensory, motor and learning abilities. We empower desperate parents and carers with the support and strategies they need to improve not only their child's life, but their family's too. We help children and young people understand their condition better and live more independent lives; they become more confident and look forward to the future because of bibic's therapy programme; several have gone to university and many are in employment citing bibic as playing a key part in their progress.

Top tips on hosting your own quiz

Organising a quiz night can take a bit of preparation, but it is a great way to have a fun night with friends and family while helping raise vital funds for bibic.

In this free quiz pack, you will find all the information you need to set up a great quiz night.

Your venue

There are lots of places you could host a quiz night, from the local pub or bar, to a community center or sports hall or even your office.

Things to think about

- Check that the venue is big enough to host the amount of people you would like to recruit
- Make sure that there is enough room so that everyone can see the quiz master
- Check whether there aren't other major events happening on the day, it will be difficult to compete with a major sporting or social event

Spread the word

You will find posters and handouts in this pack; you can use these yourself if you so wish.

- Social media

Social media is the perfect way to spread the word and get people excited about your quiz.

Quiz people

It is possible to run a quiz on your own, however it might be more fun to create a team to give you a helping hand organising and carrying out the quiz. Here are some roles you may want to think about:

- **Quiz master or masters**

This is an essential role and is suited to a good public speaker. If one person isn't available for the whole night, you could have different quiz masters for each round.

- **MC**

It would be helpful to appoint an MC, especially if you decide to have more than one quiz master. Their key role is to warm up the room and share important information about the evening, including any rules. This role is perfect for any born entertainer.

- **Coordinator**

The coordinator should be responsible for pulling all the details together, allocating roles, communicating with us and being the general overseer of the event.

- **Treasurer**

This person is responsible for coordinating all income and spending. They will also be in charge of paying the money raised to us after the event.

- **Marketing coordinator**

Everyone in the team should be responsible for spreading the word of the quiz, but this role will take a lead in both online and print marketing.

- **Registration**

If your teams have all prepaid, it will be a case of just ticking them off the list and directing them to the quiz room. If people choose to pay on the day then this role will oversee taking payments and keeping a note of the money as it comes in.

- **Scorers**

You may need a team of scorers to tally up answer sheets and keep a note of team progress.

Please change a life and sponsor a child.

National Assessment Centre & Registered Office: Old Kelways, Somerton Road, Langport, Somerset TA10 9SJ

Tel: 01458 253344 www.bibic.org.uk Email: info@bibic.org.uk

Patrons: Anthony Brett, Paul Brett.

A company limited by guarantee incorporated in England No. 3217418. Registered Charity No. 1057635.

Fundraising

Things to think about

Income

There are a few ways your quiz night could generate income, including:

- **Ticket prices**

You will need to decide how much you would like to charge for each ticket. You will need to consider how much you are wanting to raise as well as the cost of hosting the quiz night.

If you host your quiz in a pub or bar, you might be able to include a free drink with the ticket. Venues can work with you on this and it means you can charge more for the ticket.

- **bibic round**

You could sell a bibic card to each team for a set donation. Bibic cards work by doubling your teams score for one round. You will need to tell the teams the title of each round as you do it and ask if they would like to buy a bibic card, limit this to one per team, it's more fun that way.

- **Raffle**

If you can secure prizes, you could sell tickets on the night. This will require someone to sell the tickets.

- **Bar snacks**

Ask the best cooks you know to make some bar snacks for your teams in return for a donation.



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Spending

There may be a few things which might incur costs, including:

- **Venue hire**

A lot of pubs and bars will allow you free use of their space for a charity quiz night. Some venues may offer a discount if they know it is for charity, so be sure to mention this.

- **Marketing**

If you market your event online, costs will be minimal- we recommend you do as much online as you can. You can also use the materials included in the pack to help you with this.

- **Registering your teams**

You will need to decide whether you want to offer your teams the option to book online or whether you would prefer to collect fees on the day. Be aware that some online booking sites may charge a fee for usage.

If you would prefer to collect the fees on the day, you will need to have a float of change and a secure box to collect the cash. It is also a good idea to remind people to bring cash with them on the day.

Your quiz format

You can use some or all the readymade quiz questions we can provide, or create your own

Things to think about:

- **Number of rounds**

We recommend six to eight rounds. Eight rounds should take about 2.5-3 hours, including a break.

- **Bonus rounds**

Here are some ideas if you wanted to include a bonus round:

- **Picture round**

This is a great way to ease teams in whilst you are waiting for everyone to arrive. It is important to remember to print your picture sheets in colour.

- **Sound/music round**

This could be a music round, theme tunes or challenging your quizzers to identify sounds from films! Don't forget to check that you have access to a speaker or PA system.

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Scoring

We have provided example answer sheets in this pack, so make sure you have enough printed before quiz night.

Marking answer sheets

You will need to decide how to mark the quiz. You can get teams to swap sheets or collect sheets and have a team of scorers. Swapping sheets is more fun and interactive, but can come with some controversy, so be prepared to mediate.

You may want to offer teams extra points for creative team names.

The winners and prizes

It is up to you how you would like to award your winners. As a charity fundraising event it is not necessary to offer a cash prize.

If you hold your quiz in a pub or bar, the venue might be able to offer a drinks token or a bottle of wine for the winning team. You can also speak to local businesses to see if they will be willing to donate vouchers for prizes.

A trophy for winners often goes down well. These can be purchased at low cost from online retailers.

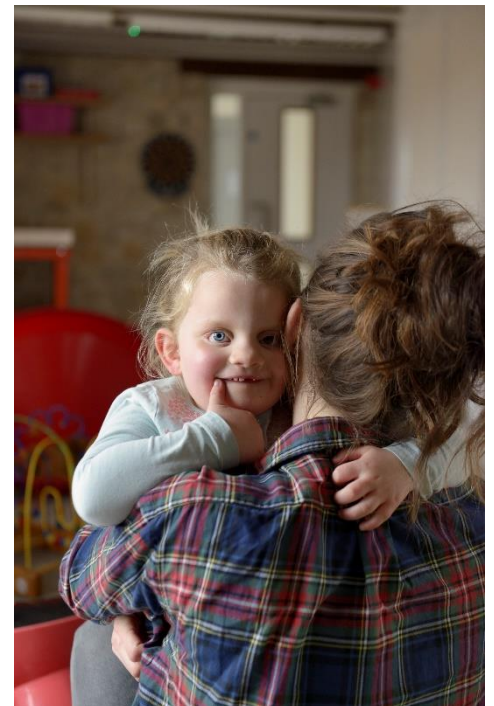
Final things to think about

Decorations and props

You will need to decide whether you want to decorate your venue. There are some great, low-cost and effective ways to brighten up a quiz venue. For example; themed tablecloths, mood lighting, table decorations, posters etc

Pens and printing

You will need to make sure you have enough pens for each team to fill in their answer sheets as well as a few spare. You will need to print out question sheets for your quiz masters and answer sheets for your quizzers.



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After your event

Well done and thank you for organising a successful event!

What to do next?

Thank your guests

If you have their contact details, send a message to all your guests, thanking them for coming along and be sure to let them know how much you raised for bibic

It would be great if you could include a link or information about bibic so they can find out more about our work. Please email fundraising@bibic.org.uk if you would like help with this.

Paying in your money

The quickest way to pay in your hard-earned monies is by bank transfer and please put bibic quiz as the reason for payment. To pay by BACS please email fundraising@bibic.org.uk for our bank details.

Cheques are to be made payable to 'bibic' and posted to;

bibic
Old Kelways
Somerton Road
Langport
Somerset
TA10 9SJ

Please include a note with the cheque, letting us know that you raised the money with a quiz. Please do not send cash by post.

Thank you so much for your incredible support! All you need to do now is email us asking for the quiz rounds and answers!

If you need help with anything in this pack please do not hesitate to contact us fundraising@bibic.org.uk or ring 01458 253344

Thank you!