



A handy guide on how to organise your quiz night!

Quiz nights are sociable and fun, making them a winner when it comes to fundraising! Not sure where to start? Then look no further!

Before your event

- Find a venue big enough to hold the number of people you want to invite. For example, a local village hall or a pub that already hosts quiz nights.
- Find a confident quiz master who is happy to joke with everyone and be happy to read out the questions and answers
- Choose a date that does not clash with any big sporting or similar events.
- How can you make the most of your night of fundraising and raise as much as possible? You might want to add a cake sale, raffle or tombola to the event and sell tickets before and draw the raffle in the break. Ask local businesses if they would like to donate any prizes.
- Promote, promote, promote! Share posters and leaflets in your local area. Make the most of your local community, friends, family and colleagues and get everyone to spread the word! You can even contact your local newspaper and/or radio and see if they will advertise it for you!

During your event

- Plan a moment during the evening, maybe in the break, to say a few words about the Trussell Trust and their work so people will really understand the difference their support will make.
- Remind everybody why they are there and thank them all for their help and support. Don't forget to thank those that have helped you to organise and run the event as well.

After your event

- Count, record and bank the money raised as soon as you can. Get some money bags from your bank in advance and ask a friend/family member to help you count and sort any money that has been donated.
- If you have a fundraising page, do not forget to add money raised as an offline donation on your page.

This shows people what you have been doing to raise funds and shows everybody how much you have raised.

- As well as thanking your supporters on the night, why not follow up with the total amount raised so everyone knows how much they helped raise to try and put an end to UK hunger. If you had a Facebook event page set up then you can post on their as well as emailing or *Whatsapping* your supporters. A little thank you goes a long way.

Top Tips

- If you are selling any food or drink items for consumption then it is essential that all allergens are labelled. Please see the Food Standards Agency website for more information - food.gov.uk.
- Set up a Facebook event page so you can invite everyone and keep all of your supporters updated, before and after the event. Don't forget to use our hashtag #TeamTrussell and tag us using [@TrussellTrust](#).
- Match funding - Many companies throughout the UK offer employees the chance to boost their fundraising efforts by 'matching' the money you raise. Some companies like to offer a maximum amount, and others will agree to match the total that you raise. To find out whether your company offers match funding, you'll need to speak directly with your line manager or HR department.
- Make sure you check to see if any licences are required. For example, playing music and selling alcohol both require a license.
- If you have any further queries or questions please do get in touch and email us on fundraising@trusselltrust.org.

Keeping it safe and legal:

It is important to keep safe and legal while fundraising for the Trussell Trust. For more information please see and guidance please see: trusselltrust.org/get-involved/fundraise/keeping-safe-legal