



Congratulations on choosing a Believe It Or Not quiz! To prepare you for the quiz, follow these instructions, and consider the tips and practical advice. Best of luck!

**Each quiz pack contains per team: 1 Answer Booklet, 1 Topic Sheet, 1 Round One handout.
Per pack: 1 Question and Answer booklet, 1 marking sheet (only if scoring manually).**

- Welcome everybody to the quiz night. Make a point of emphasising that it is a general knowledge quiz, suitable for everyone. Point out the prizes to be won.
- Now it's time to explain how the quiz works. Explain- the significance of the Joker (you get double points for 2 rounds). You cannot play the Joker on round 1. Simply circle the two rounds on which you wish to use your Jokers on, and write down a team name. It's also a good idea to name all of your answer sheets now.
- Hand each team an **answer booklet** and a **topic sheet**. They will now mull over these and decide which rounds to play their jokers on. One they have, they will fill in the first page of their answer booklet, tear off and pass to you. At this stage give them the **Round 1 hand out** which they can now start working on. Now you have every team's joker sheet you are ready to start the quiz. This tells you both the team's name and also their joker choices. If using the electronic scoring system, highlight the cells of the round they are playing their jokers blue, and change the font colour to white. If marking on the manual marking sheet, enter each team's name, and place a little 'J' in the corner of the box of the round where they are playing their jokers. Either way, you will need to remember to double their score for their Joker rounds.
- **OPTIONAL:** As an ice-breaker we recommend **Last Man Standing**, instructions for which are found as the first page in your question and answer booklet. It's a great way to start the night, just after you've collected the registration forms.
- At the end of each round there is a clue to solve the **Ponderous Puzzle**. Teams are awarded bonus points depending on how quickly they solve it. The answer to the Ponderous Puzzle is found at the bottom of the last page of your question/answer booklet, along with the relevant points for each round.
- Once a team solves the Ponderous Puzzle, they claim the points and stop participation. At the end of each round, ask the Ponderous Puzzle clue, then give the teams 2 or 3 minutes to hand in their answer sheet. A handy hint is to then check you have the same number of answer sheets as you have teams.
- To help speed of play, follow this pattern. Once you've read out answer 10 to round 1, move straight into round 2. Ask question 1 of round 2. Read it aloud once. While they are thinking of the answer you have about 30 seconds. Use this time to mark one team's round 1 answers. If you have 8 teams, you will have marked all of round 1 by the time you reach question 9 of round 2. Record each team's score and then after question 10, before you move to the second clue of the Ponderous Puzzle, let them know who answered it correctly, therefore making it clear for the other teams that still need to keep guessing
- Remind everyone that the answers are written, so don't call any answers out please. The questions will be read out twice. Remind teams that they should write the question down in the margin if they do not know the answer immediately. It can get pretty annoying and hold the night up if they keep calling out "What was question 2 again?!"
- **The List** takes place in the drinks immediately after round 4. Instructions are found on the relevant page in your question and answer booklet. It's all about getting your answers in the best order!
- After round 8, add up scores and work out places. Announce winners from last - 1st. Do tie break if required. Hand out prizes. NB: There are lots of suggestions for extra games / ideas on our website under the "Shenanigans" tab.

IN GENERAL

Make a point of pointing out a 10 out of 10 round. A silly answer **MUST** be pointed out to the crowd. Remember, a team won't write it unless they want this to happen, and this helps create atmosphere. Learn which teams like the attention and which ones don't. Even invent a silly answer if you have to, no-one will know you've done that because don't say which team it was. Watch for cellphone abuse – often it's someone calling their spouse to tell them they'll be late home but you never know. Above all the answer in your book is final as far as the quiz punters are concerned. We have our quiz questions verified, to avoid inaccuracy or ambiguity, but we're only human and sometimes things do slip through. Last resorts my mobile is always on. And once you've run one you've run a hundred.

We hope you have as much fun running our quiz as we do making it!

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