



Fundraiser Quiz Cheat Sheet (for organisers)*

*This applies to our multimedia eight round quiz package

We've put this cheat sheet together so you can really maximise the return from your fundraising effort. This has been partly put together by one of our corporate hosts who has hosted over 100 fundraisers so we encourage you to follow these tips and your guests, your host and you will have a great event!

Event Structure

Most fundraisers include live auctions, silent auctions, best dressed tables, raffles etc

And most fundraisers (especially schools) have at least 100 people attend. Often a lot more.

Be mindful of doing too much as this will add time into your event. Remember that if you want people to bid on silent auctions, we recommend doing it only twice – as they arrive and once during the quiz or after the quiz has finished. If you have over 100 people, it always takes longer to get people back in their seats, even longer if there are 150 people, even longer if they're in fancy dress, and even longer if they've been drinking.

Most people arrive late to any event so if you open doors at 7pm and plan to start the quiz at 7.30pm, then a lot of people won't arrive until 7.15pm or even later. If you have a full schedule and have tight timing, this won't help. Tell your guests the quiz starts at 7.15pm. It'll help.

Quiz Timing

Your quiz host is available to you for three hours.

On average the quiz goes for about 2 ¼ hours (running time). Each of the eight rounds takes 15 minutes (playing and scoring).

You will need to add 10-15 minutes before the quiz to instruct the players on team names, bonus jackpot rounds, scribes, runners, team captains, mobile phone policy etc. Then another 10 minutes at the end for prizegiving. So, the quiz takes roughly 2 ½ hours without breaks to complete.

It's best to keep the quiz in its entirety as that is how it is designed and works best from our experience, however if you want to eke out more time, you can drop The List (usually in the middle but use that time to bid on auctions) then drop rounds but you'll need to decide on your timing well in advance as the host will need to take out pages from the answer booklet.

Team numbers

Don't get too caught up on team numbers but a team of 8 is usually a good number. Any more than eight - and if they all want to contribute to the answers in the quiz – allow for more time. The more people – the more deliberating they have with answers.

Technical requirements

The quiz runs best using Windows 10 on a PC, played back using Microsoft PowerPoint or alternatively PowerPoint Viewer if your PC does not have PowerPoint installed.

You will need an audio input to the laptop headphone jack (to play the music in the quiz)

You can use either an HDMI cable or VGA cable for the projector / screens.

If you want to use the Believe It or Not electronic scoreboard, this will only work with a VGA connection, or running an HDMI cable from your laptop to a separate TV for this purpose.

For best results, we recommend having an IT person at the event as even the most well-prepared events have hiccups. Most hosts arrive 30-60 minutes before the start of the quiz and setting up the technical bits will be done first.

Fundraising Tips

Here's three great ways to raise money at your event (Remember that each of these will take time and may require space in the hall) and you'll need to decide when you'll do them. They're placed in order of ease of execution.

1. **Buying quiz answers** – Have dedicated helper(s) who wear a silly hat to stand out that can walk around the teams near the end of each round – to sell them answers. The helper puts a red sticker or colourful star (you'll need to organise these small stickers) on the answer sheet page so the markers know to add one point. One sticker = one point. \$5 or \$10 per answer is good to start with but have seen \$20. Depends on your audience. Limit this to x number. Buying answers is only for the regular round questions and not for the Ponderous Puzzle (your quiz host will explain on the night).
2. **Last Man Standing** – Each quiz contains this fun, easy to play warm up. After the housekeeping and quiz instructions, you can do a warm up with last man standing. Participants put in a gold coin donation to play and stand up. They don't need to say a word as the quiz host will explain. Remember to have enough helpers to collect the money and to have a prize. This normally takes 5-10 minutes from start to finish.
3. **Knock the bottle** – If you've got time after the quiz OR you don't have auctions, this can be a fun thing to do – especially towards the end of the night. Have a 750ml or litre bottle of spirits (or wine – hopefully donated) and guests use their gold coins to try and hit the bottle by sliding the coin along the floor from a fair distance (make it hard). Only good if you have space and time. The downside is some lucky person gets the prize early and you lose out. Have 2-3 bottles available.

The Little Things

Have an MC - It's recommended that you have an MC to keep the event flowing. The MC should welcome everybody, manage housekeeping (toilets, bar, smoking, evac etc) and tell people how the night will go. Some quiz hosts will do the housekeeping but you know your venue better than they do and your MC will know the audience and what is expected (getting a Dad involved who can handle a microphone is always best). It is better that you don't ask the quiz host to MC or run an auction at your event – as these are two very distinct roles.

Lighting – most school halls have very bright fluorescent tube lighting. If the lights stay on, some people may not be able to see the screen (especially if the screen is more than 25m away OR if the screen is recessed at the back of the stage). Some can isolate some lighting so people can see the screen. Turning them off completely is inadvisable for safety and some guests who feel the need to check their phones and look up answers. Check the lighting in your hall well before the event.

Quiz scorers/markers – If you have more than 10 teams we recommend assigning helpers to score/mark the quiz. It's best that these volunteers are teenagers or adults, are OK adding numbers and they're available to be shown how to mark/score, by the host on a laptop using Microsoft Excel and PowerPoint – at least 30 minutes prior to the start of the quiz. If you assign them when the quiz starts – you'll run late. It'll take 15 mins to show these people what to do. These people need to have strong administrative systems and be organised.

Helpers – Most fundraisers have lots of people eager to help. Some like to use the kids to act as table answer sheet runners. This is ok but remember kids can lose focus, pull out their phones and get lost on Facebook – which is not ideal and stressful for a host. Some corporate hosts assign runners as part of the team (usually the poorest team contributor to the answers) and this keep the night running smoothly.

Kids – Remembering that the fundraising is for their benefit, a great way to reinforce who your guests are fundraising for – is to have 1-2 kids perform on the night – before, or quickly between rounds. Think dance, songs, musicians, etc. Something for 2-3 minutes (per performance) as this inspires guests and has them dig a little deeper. Try for 1-2 performances that don't require too much adult supervision and remember to consider any technical/music playback. (If the mum has all music on her phone that can plug into sound output).

Photographer – have one of your helpers be ready with a good quality phone or camera to take photos of the quiz winners (and any other key winners) when they're announced. Ideally have the event organiser or school principal in the shot too. We live in a social media age and everyone forgets this one. It will help heaps to promote your event again the following year.

Silent Auctions – Rather than setting a deadline on the night for your auctions – set it for midday the next day and that way you can follow people up to encourage them to bid (especially if you don't get the result you were expecting on the night). If you are running a live auction, please do this after the quiz has finished, or after the last round whilst final results are being tallied. Otherwise we find people leave as the auction meanders on, and you go back to finish the quiz to half the crowd that was originally in attendance.

Food – If you plan on feeding your guests then liaise with your host on the timing.

Fancy dress – If you're asking your guests to dress up, have a token hat for the quiz host. Just something so they look like they're part of your event.

Sound – Quality sound systems vary, especially in school halls. If guests can't hear or if your speakers are too small, the sound will be distorted. It's recommended that you have one quality cordless radio microphone. Most have this but it's best to test the microphone output WHEN there are a lot of people in the hall. People soak up sound so don't test when there's no one in the hall.

Mobile Phones (Cheating) – Always challenging this one. In this day and age, with social media it's really hard to police, but we actually think it's not such a problem as many make out. If you are concerned, we recommend putting all phones into an ice cream container in the middle of the table. People can check their phones AFTER they hand in their answer sheet.

EFTPOS – Most organisers are on to it but having EFTPOS will mean you raise so much more money.

Fundraising targets – have a target for what you want to raise. Share this with your MC and quiz host. Shoot for a number – greater than the year before. You'll surprise yourself.

Quiz host time – The host wants you to achieve your targets and have a fun night but remember they're booked for three hours. Most won't mind if you go over a little – especially if you feed them or give them drinks or a thank you bottle of wine at the end. If you want your host for 5 hours, please let the team at BION know as there will be a small increase in your costs. The extra investment will save issues on the night.

Pens/prizes – unless organised prior – don't forget to supply one pen for each table. For prizes, an engraved cup always works best (with a small take home replica given to the winning team captain). Having a token prize for second or second last is always nice especially if people have supported you on the night.

Music – some have a DJ (for dancing after the quiz) but most DJ's arrive towards the end of the quiz. If you want to play music as guests arrive, the quiz soundtrack has about 10 mins of music so we recommend that you have a Spotify or iTunes playlist on your phone and plug that into the audio before the quiz starts or as guests are leaving.

Sponsors – If you have lots of sponsors, we recommend name credits read out by the host during the rounds, branding/ banners around the hall or a special display with sponsors names. Teams like to select their own team name (one school recently had a sponsor as the team name and it caused major confusion). Putting the sponsors names up on the screen during the quiz is possible but you'll need two laptops and they'll need to be configured to work together (again, more technical IT stuff).

We trust this helps turn your quiz into a memorable event!

Emergency quiz contact: Brendan 027 4850 375.

