



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.
Per pack: 1 Question and Answer booklet, 1 marking sheet (only if scoring manually).**

Set up: Every venue is different, generally one large TV screen/projector will do the job, but you can get fancy and send to multiple TVs if need be. You will need to connect your laptop/PC to your screen via a VGA / HDMI / S-Video cable, depending on your outputs and inputs. Make sure you're outputting from the computer to the correct display. A quick way to do this is to hold the windows key on your keyboard and press P. This will let you cycle through available displays. Choose Duplicate to see the quiz on both the computer and the main screen. Run an audio cable from the headphone socket of your laptop/PC to your sound source, in order for everyone to be able to hear the audio content of the quiz.

- Prior to your quiz a quiz package will arrive by post or courier, and a digital download link emailed to you to download your quiz file via a programme called Accellion. When you receive the emailed link, click on it, and it will first ask you to verify your email (we will use the email that you have corresponded with us unless otherwise requested). You will then have to create a password (which needs to be at least six characters long and must include a number and capital letter – perhaps Quiz01 will do the trick nicely?). Once you've made the password, you can then download the quiz (which is in PowerPoint show format) to the laptop you are using. You will only have to do this once, any future downloads will be only a click away! Please test it immediately to ensure that you can receive audio, visual and video clips OK across your entertainment system. This should easily run on any laptop as old as Windows XP to as new as Windows 10 so long as it has PowerPoint 2010 version onwards, or alternatively if you don't have PowerPoint, download a free PowerPoint Viewer program from the internet.
- When you've launched the quiz, you'll see a generic opening slide announcing 'Believe It Or Not quiz nights'. You can have this up as people arrive to get people talking. It's built to play music to build up a little atmosphere.
- As groups start getting settled, hand each team an answer booklet and a topic sheet. Explain the significance of the Joker (you get double points for 2 rounds). They have to decide which rounds to play their jokers on. Once they have, they will fill in the first page of their answer booklet, tear off and pass to you. This tells you both the team's name and also their joker choices. If using the electronic scoring system, pop a J in the rounds where they are playing their jokers, and change the font colour to red and bold it. 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.

To start the quiz:

- When ready, ask for silence then address the whole crowd. 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. Duration is approximately 2 hours. Stress that it is lots of fun and not too difficult!
- 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.
- When you are ready to start, hit the down arrow on the computer. It will move you through the quiz. The down arrow is the only arrow you will ever have to hit to run the quiz, unless you choose to go backwards. Every time you hit it, a new question appears. If there is audio or video on a slide, you may have to hit the down key twice. To show a slide again, hit the 'up' arrow (to go backwards you may need to hit it twice).



- **Round 1** is the only round in which the questions are repeated. It's a bit of a warm-up round if you like, often ten of the same thing, and is usually easier than the other rounds.
- 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. Once a team solves the Ponderous Puzzle, they claim the points and stop participation.
- At the end of each round, show the Ponderous Puzzle for a minute or so, then move to the banner slide following it. A song pertaining to that round will play. We suggest you give the teams until the end of the song 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, before moving through the answer slides.
- Keep the quiz quick and brisk! Usually teams will finish answering questions at different rates, which will let you finish marking each team before it's time to move onto the next round. If they swamp you all at once right at the end, feel free to move onto the answers. Then, once you've read out answer 10 to the current round, move straight onto the next round. As you're reading the questions, you'll have a little bit of time between each question to do some more marking.
- Remind everyone that the answers are written, so don't call any answers out please. The questions will all be on the screen, but read them out anyway (perhaps not word for word or you will sound tedious). Remind teams that they should write the question down in the margin if they do not know the answer immediately. It's on the screen so they can also see it easily enough. It can get pretty annoying and hold the night up if they keep calling out "What was question 2 again!?"
- Don't spend too long on each question slide! Teams generally like the quiz to be run quickly. Waiting thirty seconds for the next question can feel like an eternity sometimes, and teams generally prefer going through the questions as quickly as possible, while keeping it legible. A good 10 seconds between questions should be enough, though questions with videos and songs can be longer.
- Your question/answer booklet denotes whenever an audio or video clip is in a question. When you hit the down arrow they start automatically, although we tend to put a slight delay on it to give you time to read the question.
- **The List** takes place in the drinks break, immediately after round 4. Instructions are found in 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 – to first. Do tie break if required. Hand out prizes. NB: Check out the Shenanigans page on our website for more ideas.

Scoring. Ask for our scoreboards to be emailed to you if we have not sent them already. Use a second laptop to do this and keep everyone up to date during the quiz.

Wireless Presenter. Don't be chained to your laptop – get a wireless presenter and you can be anywhere in the venue and advance the quiz – the presenter acts as the 'down' key.

Team	10	9	8	7	6	5	4	3	2	1	Total
Bulky Beards	10	9	8	7	6	5	4	3	2	1	53
Craft Crazy	10	8	8	10	6	6	6	6	6	6	50
Clairvoyants	9	8	8	8	6	6	6	6	6	6	49
Mable of Stone	9	8	5	7	6	6	6	6	6	6	49
Schizophrenic Quads	8	8	7	10	10	6	6	6	6	6	49
Marketing Cos	8	9	10	6	10	6	6	6	6	6	49
File Crazy	8	10	8	6	6	6	6	6	6	6	48
Chico Kids	8	10	8	7	10	6	6	6	6	6	48
Misnomers	8	8	6	10	6	6	6	6	6	6	48
Eastern and Italian	8	8	10	7	6	6	6	6	6	6	48
Knogoff	8	8	6	6	6	6	6	6	6	6	48
Wool Cabal	8	8	6	12	6	6	6	6	6	6	48
Valerie Gals	8	8	10	7	6	6	6	6	6	6	48
Miscellaneous	8	7	6	6	6	6	6	6	6	6	47
Master's Match	8	7	6	6	6	6	6	6	6	6	47



Troubleshooting:

- If for any reasons the videos will play on your laptop but not the TVs, it's a simple fix. Hold the windows key on your keyboard and hit the P key. Cycle through the display options by hitting the P key until you get to Duplicate. Choose this option and you should see the quiz on both your computer and the pub screens.
- The quiz is built with Windows operating systems in mind, though some pubs manage to run them on Apple OSX if they have the Microsoft Office Suite installed. PowerPoint Viewer runs on Windows XP and above, so any Windows operating system should be able to run the quiz, though Windows 7 and onwards are preferred, as they are faster and better able to deal with the quiz, and because Windows XP is no longer supported by Microsoft.

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! Good luck!

If you have any queries phone (09) 523 0492 or 24/7 emergency call Brendan 0274 850 375

