

# HOW TO ORGANISE A PUB QUIZ



## Choosing your venue

To decide on the best venue, first consider how many people are likely to attend as you'll need to have enough space, tables and chairs for all the teams. Ideally, find a pub with a PA system, to avoid hire charges - or a sore throat from shouting!

## Setting a date

Once you've picked the venue, agree a date and time that doesn't clash with other pub or community events. And remember to factor in enough time to set up beforehand.

## Making preparations

- **Choose your quiz** - a typical pub quiz includes a number of themed rounds (TV, music, food/cooking, sports, history etc.) with a good mix of easier and more difficult questions - and perhaps a picture round. You can write your own questions or download a free quiz from the Internet (there are plenty available).
- **Recruit your quiz master** - decide who will present and run your quiz. This role will suit someone who is outgoing, comfortable with speaking in public and capable of injecting a bit of fun.
- **Firm up your plan** - for example, will teams swap sheets and mark each other's answers or will they be marked and/or checked by volunteers?
- **Prepare a tie-breaker** - in the event of a tied top score, you will need a 'first to answer' or 'nearest to the correct answer' type tie-breaker, so make sure you have one up your sleeve.
- **Decide the entry fee** - will this be per person, or per team? Typically, most people are happy to pay a few pounds for a charity pub quiz.
- **Find the prize** - try asking local businesses if they're able to provide a prize for your charity quiz. For example, a local restaurant might offer a nice meal; a theatre might offer a pair of tickets. The host pub might also offer vouchers or a gift as you'll be bringing them trade on the night - and possibly new customers.
- **Start advertising** - use emails, posters, flyers, Facebook, Twitter... to let as many people as possible know about your quiz. Remember to include the date, time, location and the name of the charity - along with an idea of what people can expect.

## Getting kitted out

You'll need:

- ✓ Tickets plus buckets/collection tins for on-the-night sales
  - *These need to be empty and sealed at the start of the collection so you know exactly how much you raised on the day*
  - *It's a good idea to have a 'float' - a certain amount of coins in case your customers need change*
- ✓ Plenty of answer sheets and pens
- ✓ Worldwide Cancer Research T-shirts
  - *One for your quiz master and each volunteer*
- ✓ Leaflets/ information about Worldwide Cancer Research

*Make sure each volunteer knows a little bit about Worldwide Cancer Research, so they can answer any questions. Lots of information about our research work and how we're making a difference is available on our website [www.worldwidecancerresearch.org](http://www.worldwidecancerresearch.org).*

## All right on the night

Arrive in plenty of time to set up and check that the PA system is working. Announce the rules and format of the quiz before starting. Make sure the quiz master reads each question twice and that you have plenty of breaks between rounds to allow people time to buy drinks and use the toilets.

At the end of the night, put the bucket/collection tins somewhere safe until the money can be counted and banked. Tidy up and inform anyone who needs to know that you are leaving. As you thank them, please mention that you'll be in touch to let them know how much was raised - and follow up on that promise as soon as you can. Finally, count the money with someone else present and bag it up so it can be easily deposited into the bank.

## Paying in the money raised

There are many easy and secure ways to pay in all the money you've raised. You can pay in:

- Online by visiting [www.worldwidecancerresearch.org/donating](http://www.worldwidecancerresearch.org/donating)
- By sending a cheque. Please make it out to "Worldwide Cancer Research" and send it to: Worldwide Cancer Research, Madras House, South Street, St Andrews, Fife, KY16 9EH
- Over the phone by contact our supporter services team by calling 01334 477 910

**GOOD LUCK AND ENJOY!**