

Organising a Quiz:

An introductory guide for Fundraising Groups

A quiz can be a fun and relatively easy sociable event to organise for your local community. Quizzes have the potential to raise a good amount of income as well as introducing new people to your group and to the charity.

If this is something you are considering, please read on to find out more. If you decide to go ahead, your Community Fundraising can send you a more detailed guide, including templates to support you with putting on a great event.



1. What is a charity quiz?

A quiz night is one of the most well established ways of raising funds for charities, providing an opportunity for a fun event, while raising an awareness of the charity and its work.

Typically a quiz night will have 10 – 30 teams made up of 5 individuals who will have all paid to enter. Around 50 – 80 questions is ideal for a quiz, split over 5 – 10 rounds.

Teams will typically pay an entry fee either per team or per person and you could increase the entry fee if you include food.

The Fundraising Group would need to arrange for someone to be a quizmaster, either a member of your group or asking someone to volunteer to do this.

After securing a venue, date and quizmaster, the Fundraising Group can begin to recruit teams to take part.

How much can be raised?

Depending on the activities that you are running on the night, a successful quiz can raise around £300-£1,000.

In September 2016, the Brentwood Fundraising Group raised £974.

The Woodbridge Fundraising Group have been holding yearly pub quizzes, and in 2015 raised over £780.

What type of group can organise a successful quiz?

A quiz is an event that most groups could organise. A good network of support would be beneficial to have guaranteed attendees.

2. How does the fundraising work?

There should be none or minimal costs involved with running a quiz, so typically the majority of income received from entry fees would go towards your fundraising target.

You could look to increase the amount raised by holding additional fundraising on the night for example a raffle or games.

3. Organising the event

1. Book a venue and choose a date
2. Arrange a quizmaster
3. Fill the event
4. Set questions

How much time is required to organise this event?

Once a venue and date has been confirmed, you will need to allow approximately 1-2 months to publicise your event and to get teams signed up.

Choosing a venue

Have a look in your local community for where other quizzes have typically been held, but suggested venues would include pubs, community/church halls, social clubs, and schools. Venues will need:

- A bar/food facilities – unless you will run a bring your own event
- Tables and chairs
- Microphone for the quizmaster
- PA System if you plan to play music

Selecting a date and time

You may decide to give your theme which will impact on the time of year that you hold it, for example an Easter Quiz or Halloween.

Apart from that, a quiz can take place at any time of the year.

Choosing a quizmaster

A member of your group may be happy to take on this role, or a family friend/relative. Alternatively, there may be someone from your local community that would be happy to take on this role.

Filling the event

The event attracts a wide variety of people – young and old, male and female. As people enter as teams, your quiz could be a family event or for friends or colleagues to enter together.

Community Fundraisers will be able to support you with press release and poster templates to encourage the local community to get involved.

Setting the questions

To get you started, we have set a two rounds of questions that you can use at your quiz. If you have chosen a quizmaster that runs other quizzes, they may be able to bring along their own questions. However, there are also a lot of free resources online to help you create quiz rounds.

What happens next?

If you are interested in going ahead with organising a quiz, your Community Fundraiser can send you a more detailed document about how to go about it. This will help the group determine the amount of input required to host an event, and the amount they can raise.

If your group does not feel ready to organise their own quiz, why not approach a local pub, organisation or association that run quizzes in your local area to see if they will run one for Marie Curie.

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Charity reg no. 207994 (England & Wales), SC038731 (Scotland) A003



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