



HOW TO HOLD A

QUIZ NIGHT

**COMBAT
STRESS**
FOR VETERANS' MENTAL HEALTH

The idea of hosting a quiz may be daunting but don't worry, follow our tips and you'll have a great time. Preparation is key as most of the organisation needs to be done in advance.

BEFORE YOUR QUIZ NIGHT »

- **Date / time:** There's little point running a quiz that clashes with another local event. If your local pub or club already runs quizzes, could they promote your quiz on their quiz night and you'll do the same for them? Or even better, would they be willing to host theirs for Combat Stress?
- **Venue:** Find yourself a venue, preferably free of charge! A local pub is ideal but there may be a community centre, school gym, town hall, or local club who could offer you space too. Or could you host an online quiz instead?
- **Theme:** A theme night means you'll base an entire trivia night around one topic. Pick your theme based on something you're interested in and that a lot of other people might also know a little bit about like TV, movies, music, royalty, sports or travel.





- **Promotion:** There may be different teams, groups or sections in your organisation or club, so try to invite them in the best way. Is there a school or community newspaper? Or bulletin boards, maybe? And most places these days use Facebook and social media to promote events. Remember to tell them who your quiz is for and who will benefit; and especially when and where it is and if they need to bring anything!
- **Goal / target:** Decide on how much you would like to make from the quiz and how many you can invite then calculate the entry fee. Will you ask per person or per team?

- **Don't make it too hard:** Don't make the questions too hard (unless you know you have some seasoned quiz teams coming). Work out the right degree of difficulty for your audience.
- **Have relevant subjects:** If you're organising the quiz at a cricket club, you might want a round on sport. As you're raising funds for the Combat Stress, perhaps a round on mental health or the military?
- **Offer refreshments:** Perhaps provide a bottle of wine per table. Or offer sandwiches and crisps during the break.



- **Question sheet and answer sheets:**

Have several rounds of questions, along with answer sheets to go with them.

Print the question sheets for the quiz master along with the answers. Print empty answer sheets for each of the teams to write on. Check out our pre-made quiz to download, including questions and answer sheets. combatstress.org.uk/combat-stress-quiz-downloads

- **Rules:** Decide on the rules before you start to save you from potential arguments. How many on each team, how many points each answer is worth, and who's going to help you keep score. Setting your rules in advance could save you a lot of time and grief.
- **Check the venue beforehand:** Is there a sound system that you can use? Shouting gets to be hard work, especially at a lively quiz. How are you going to organise the tables?
- **Prizes:** Decide in advance what prizes the winning teams will get. Perhaps offer a fun losing prize too like a wooden spoon.



AT YOUR QUIZ NIGHT >>

- **Pens and answer sheets:** Lay the empty answer sheets out on each table along with pens for the teams.
- **Decoration:** We have plenty of Combat Stress branded items you can use such as bunting templates, banners, balloons etc.
- **Helpers:** You will need an assistant! Try not to do it all yourself – many hands make light work. Enrol some helpers for set-up, food, decoration, games, music, and of course clearing up.
- **Take your time:** Read each question slowly and clearly, wait, breathe, and read it again. At the end of the round ask if anyone needs a question to be repeated. Then give them 30 seconds to finish and swap with another table.
- **Be strict about cheating:** People cheating using their mobile phones can cause a lot of annoyance, so be very clear it won't be tolerated!
- **Break:** Don't forget to take a break half-way through and perhaps provide some snacks like sandwiches at this point.

- **Answers:** Read out the answers, then swap back so the marking can be checked. When everyone's happy, your assistant (yes, have an assistant!) should collect the completed answer sheets while giving out blanks for the next round. Ask your assistant to add up the scores while you read out the next round.
- **Finish on time:** Don't let the night run long. People may need to get home for the babysitter or catch transport.



AFTER YOUR QUIZ NIGHT >>

- **Banking:** Count, record and send us the money you raise as soon as you can. See 'Paying in money' for the different ways to do this. It's a good idea to share responsibility for this amongst more than one person and to prepare in advance by getting some money bags from the bank.
- **Thanking:** Remember to follow up with guests and anyone who has supported the event to thank them and let them know how much was raised to help veterans' mental health. We will always ensure a 'thank you' Letter is sent to you too. See our 'Paying in money' section.





PAYING IN MONEY >>

There are lots of ways to pay in money. Please include your supporter number (if known), your name as a reference, and information about the donation.

Bank transfers:

BANK ACCOUNT DETAILS

Bank: Natwest
Account Name: Combat Stress
Sort Code: 60-00-01
Account Number: 00100013

BANKING IN SCOTLAND

Please pay into the above Natwest account via RBS branches in Scotland.

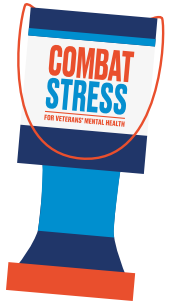


- **Online:** Donate directly through our online collections page combatstress.org.uk/collection-donation
- **Coinstar:** Coinstar machines are situated across the UK. You can take the cash to any Coinstar machines, select 'donate to charity' then select 'other' and enter the code **2998** to deposit directly to Combat Stress. You will receive a voucher detailing the donation. You must send a photo of this voucher to:

fundraising@combatstress.org.uk

Find your nearest machine:

coinstar.co.uk/findamachine



- **Cheque:** Please make cheques payable to 'Combat Stress' and send to:
Combat Stress, Fundraising Department, Tyrwhitt House, Oaklawn Road, Leatherhead, Surrey, KT22 0BX
- **Online fundraising page:** Set up an online fundraising page for the event where you or guests can donate directly. You can do this through our platform events.combatstress.org.uk/community-fundraising or Justgiving.
- **Phone:** Call **01372 587 140** and quote your name, postcode, and event.



For more help and advice,
call **01372 587 140** or email
fundraising@combatstress.org.uk

TOP TIPS >>

- **Food and drink:** If you're offering food or drink, please consider guests who may have allergies or special diets.

Always visit the [Food Standards Agency](#) for advice.



- **Let us know:** Tell us about your quiz night so we can support and advise if needed – we'd love to hear all about it!



- **Double your money:** Do you or any of your helpers work for a company that offers 'matched giving' for charity? If so, encourage them to apply and you can double the amount you raise!



- **Licences:** check for any licences you need. For example, selling alcohol and playing music both require a licence.



KEEPING IT SAFE AND LEGAL >>

- It's important that you are safe and legal whilst fundraising in aid of Combat Stress.
Please follow our '[Keeping it Safe and Legal](#)' guidance document.



combatstress.org.uk

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