

How-to-guide



Quiz Night

**A step-by-step guide on how to run
a successful quiz night!**

In this document you'll find:

- Planning tips and must-do's
- Fundraising ideas
- Venue information



Life Flight
Saves time · Saves lives

So, you want to raise some money for a great cause and have fun at the same time, ka rawe; awesome! Follow our guide to find out how to make this happen.

Step 1: Find a venue



Selecting the right venue is the foundation of your quiz night. To maximize your donation to Life Flight, aim for a location that's free to use or offers discounted rates for fundraising events. Every dollar saved on expenses means more funds to support Life Flight's lifesaving missions.

Keep your audience and expected attendance in mind when choosing a venue. This will help ensure the space meets your needs and enhances the overall experience for your guests. Here are some venue ideas to consider:



Community/school hall – If you're aiming to create a local community event, a community or school hall can be an excellent choice. These venues are often willing to host events for free as a way to support a good cause. Before booking, check if they provide the necessary furniture and AV equipment. Renting additional items can cut into your fundraising total, so it's important to confirm what's included.



Local pub/bar – Pubs and bars can be great locations for quiz nights. Many will let you reserve a space for free, provided a minimum spend is met at the bar.



Workplace – Bring your colleagues together for a fun and competitive workplace quiz night! Using a shared space in your workplace not only keeps costs low but also fosters team spirit. Spread the word, and watch as the natural rivalry between departments brings out everyone's competitive side.



Sports Clubs - While sports clubs often organize their own fundraising quizzes, many are happy to support other charitable causes. Hosting your quiz at a sports club could be a win-win situation, as they'll profit from bar sales while you raise funds for Life Flight. Most clubrooms already have the essentials—tables, chairs, PA systems, and refreshments—making them a convenient and cost-effective option.



Step 2: Pick a date

Now that you have your venue sorted you can work with them to find the best night to host your Quiz. Main considerations for timing are:



Plan Ahead

Give yourself plenty of time to organize and promote the event. A lead time of 6–8 weeks is ideal to ensure everything runs smoothly and guests have enough notice.

Avoid Local Events

Check what else is happening locally as not to clash with other high-profile events, like an All Blacks test or public holiday!

Choose a Time That Works

Most quiz nights start between 6:30 PM and 7:30 PM, giving people enough time to join after work but finishing early enough to avoid late nights.



Step 3: Planning



There are some key things to consider when planning a quiz night and ensuring the delivery is smooth on the night.

These include:

Helpers: Recruit Your Team



Having enough helpers is key to ensuring the night runs smoothly. You'll need people to:

- Mark quiz rounds.
- Distribute and collect answer sheets.
- Greet and register attendees.
- Sell raffle tickets, take donations

Recruit volunteers in advance, so you're not overwhelmed on the night and can focus on hosting a stress-free event where everyone has fun.



Quizmaster: Choose the Right Personality

The quizmaster can make or break your event! A great quizmaster brings energy, humor, and a confident presence to keep things engaging. If the venue doesn't provide one, look for someone you know who:

- Is a strong speaker.
- Can think on their feet.
- Will volunteer their time.
- The ability to add playful banter between rounds can take the experience to the next level.

Audio-Visual Equipment: Prepare in Advance



Ensure your venue has the AV equipment you need, such as microphones, speakers, and screens. Familiarize yourself with the setup ahead of time or arrange for venue staff to assist on the night. A clear and professional setup will make your event more enjoyable and reduce technical hiccups.

Set a fundraising target



Set a clear and realistic fundraising target. This will guide your efforts in securing sponsors, organizing activations, and determining ticket prices.

The entry fee will likely be your biggest income earner, and it's a trick to balance affordability with the knowledge that people are often happy to pay a little extra to support a good cause. Promote the value of the event to justify the fee—great entertainment, prizes, and the chance to support Life Flight.



Step 3: Planning



There are some key things to consider when planning a quiz night and ensuring the delivery is smooth on the night.

These include:

Prizes



When sourcing prizes:

- Focus on local businesses—they're often supportive of community events and appreciate the promotional opportunity.
- Approach potential sponsors as partners
- Ensure prizes appeal to your target audience. Offer a mix of high-value and fun prizes to suit various participants (gift cards, event tickets, vouchers, local experiences, etc.).

If you gather more prizes than needed, use extras for raffles between rounds. This not only adds excitement but also boosts your fundraising total.

Capacity and Registration: Plan Accordingly



Work with your venue to determine:

- Maximum capacity.
- Ideal team sizes for tables and spacing.

Decide whether attendees need to pre-register or if they can simply show up. Whichever you choose, make the process clear in all promotional materials to avoid confusion and ensure a smooth start to the night.

Prepare for Payments



Make it easy for people to pay, whether it's for entry fees, raffles, or extra games.

Have options for:

- Cash payments.
- Card or contactless transactions (use an EFTPOS machine if possible).
- Online payments or pre-purchase options for entry.

By planning these details carefully, you'll set the stage for a memorable and successful quiz night that raises vital funds for Life Flight!



Step 4: The quiz

You'll want your quiz to be engaging, challenging, and varied to keep everyone interested. First, decide how many rounds your quiz will have and whether it will be themed or cover a mix of topics each round. You can also think about incorporating double-point or bonus rounds to give teams a chance to catch up or boost their score. Typically, quizzes have 8-10 rounds, with around 8-10 questions per round. You can also purchase a pre-made quiz and booklet through Believe it Or Not.



check out <https://ilovenz.me/new-zealand-quizzes/> for more ideas.

Step 5: FUNdraise



To maximize the fundraising potential of your quiz night, consider incorporating additional activations that add excitement while raising extra funds for Life Flight Trust. Here are some ideas to enhance your event:

Raffles

Raffles are an easy and fun way to raise more money. Sell tickets throughout the night for a chance to win donated prizes. You can draw the raffle between quiz rounds to keep the energy up and add anticipation. Offering multiple smaller prizes or one grand prize gives attendees more chances to win, encouraging more ticket sales.

Bonus Rounds

Incorporate special "bonus" rounds where teams can earn extra points or prizes. For example, a "double points" round or a "name that tune" sound round where participants pay to participate or wager extra points. This creates a fun competitive edge and encourages more participation while raising extra funds.

Silent Auction

If you've secured valuable items, a silent auction is a great way to involve your guests while generating additional revenue. Display the auction items throughout the event and give guests the chance to bid on them quietly. At the end of the night, announce the highest bids and close the auction.

Donation Station

Set up a donation station with a clear call-to-action encouraging attendees to contribute additional funds directly to Life Flight Trust. This can be as simple as a table with donation cards, a QR code for easy online donations, or an EFTPOS machine.

"Buy an Answer" Donations

Offer participants the chance to "buy an answer" from the quizmaster.

Sponsorship Opportunities

Partner with local businesses or individuals who can sponsor different parts of the quiz night, such as a specific round, prize, or the overall event. In return, give them recognition during the event, on social media, or in event materials. Sponsorship adds an additional layer of support and often helps cover event costs, allowing you to maximize the funds raised for Life Flight Trust.



Step 5: FUNdraise



The target amount for a quiz night can vary depending on several factors, such as the venue size, the number of participants, and the type of fundraising activities you include. Here are some guidelines to help you set a good target:

- **Small-scale (50–100 people):** If you're expecting a smaller, more intimate event, a reasonable target might range from \$1,000 to \$3,000. This could come from ticket sales, raffles, and donations.
- **Medium-scale (100–200 people):** For a mid-sized event, a target of \$3,000 to \$10,000 is realistic. You can boost this amount with higher entry fees, more sponsorships, and additional fundraising activities like raffles or auctions.
- **Large-scale (200+ people):** If you're hosting a larger event (perhaps at a big venue or a popular local pub), you might aim for \$10,000 to \$20,000 or more. Larger crowds make it possible to charge higher entry fees and sell more raffle tickets or donations.

Do consider your audience when setting your target - if you're targeting a community-based or workplace crowd, they may be more willing to donate and participate if the cause resonates deeply with them. Adjust your target based on their engagement level.

Example Target Breakdown for a Medium-Sized Event:

Participants: 150 people

Ticket price: \$20 per person → \$3,000

Raffle/activation income: \$1,000

Sponsorships: \$2,000

Total target: \$6,000–\$7,000

It's always good to have an aspirational target that goes beyond what you expect to raise, such as a 25-50% increase over your baseline goal. This gives you something to strive for and motivates people to give generously during the event.

Feel free to contact us for some relevant targets - such as the cost of a lifesaving flight, or equipment we need to purchase.

Top Tip

To reduce the amount of admin required, emphasize selling tables rather than individual tickets

Step 6: Promotion

By now, you're probably feeling excited about your event, and it's time to share that excitement with others! Use all available channels to generate buzz for your Quiz Night.

Emphasize the interactive features of your quiz night, such as live music rounds, themed questions, or audience participation opportunities. Promote the event as a fun social gathering, not just a fundraiser.

Key places to promote include:



Social media – Leverage platforms like Facebook, Instagram, and others to promote your event. Encourage those involved to share your event posts, tagging sponsors and the venue to reach a wider audience.

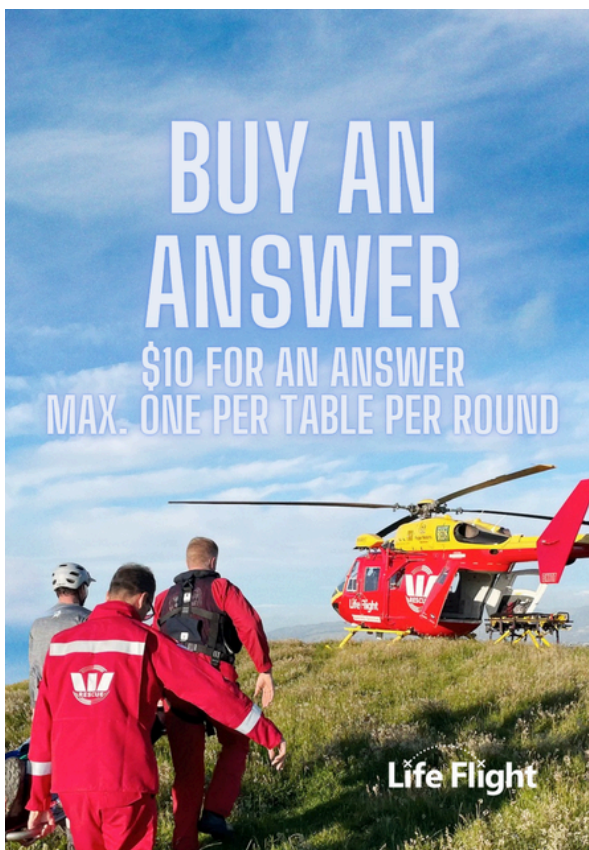


Making and printing posters that can be put up around your workplace, local businesses, at the venue or put in a community/school newsletter



Word of mouth – be excited and get others excited too – your own enthusiasm for the event is often one of the best promotional tools you can use.

Get in touch for some pre-made digital posters that you can use during your quiz!



Step 7: Showtime!

- Arrive early to give yourself plenty of time to set up before the quiz begins.
- Ensure you have enough printed quiz sheets, spare pens, and that your audio/visual equipment (PowerPoints, videos, sound) is working properly.
- Make sure your volunteers who'll be marking the quiz sheets are familiar with the marking system and have a copy of the answer sheets.
- Don't forget to take photos throughout the event so you can share the fun moments with everyone afterward.

Once your guests have arrived, take a moment to soak in the atmosphere and energy. You've put in a lot of effort to make this event a success —so be sure to enjoy the moment and be proud of all you've accomplished!



Step 8: After the event

Once you know how much money you've raised, be sure to share the good news and thank everyone involved- sponsors, the venue, attendees, and volunteers—for helping make the event a success.

We'd love to hear about your fundraiser, see some photos from the night, and celebrate how much you raised, so don't forget to share the highlights with us!

And the final step? Begin planning next year's quiz!

