



# How-to Guide for Holding a Trivia Night

This is just a step by step on how I held a trivia night in my city. There are many ways you can do this so please add where you would like!

## **GAIN SOME PLAYING EXPERIENCE BEFOREHAND, IF POSSIBLE**

If you have not already done so, you may find it useful to attend a local trivia night as a player: to get ideas, see what you and other players like, and make notes of areas where you might want to do things differently.

## **SET UP YOUR VENUE**

At the very least, you will need a room with enough tables and chairs for the expected participants, and a place for the host to read the questions. Try to minimize any distractions (for example from a television playing a sporting event, or from loud music). Teams prefer to sit at tables where their discussions cannot be overheard by competitors, so adequate space should be provided wherever possible. Tables should also be spaced in such a way as to enable people to get through the room safely.

## **ENSURE YOU HAVE THE RIGHT EQUIPMENT AVAILABLE**

It is a bonus if you have a PA and speaker system you can use so that everyone can hear all the questions. If not, you may consider purchasing one for the occasion or be prepared to speak loudly. Having the right technology makes a difference. I had a speaker system, a projector and a computer to show a video before we kicked off the night. <https://youtu.be/oA4P13UCwBk>

## **RAFFLES AND AUCTIONS**

If you're a charity with the proper paperwork (check your local municipalities for requirements), you can sell raffle tickets to raise additional funds. You can provide a 50/50 raffle where one winner will take 50% of the money collected from 50/50 raffle tickets and/or solicit product/service donations from local vendors then sell tickets for those. If you opt to have

physical prizes, one of the best options is to create a collection box for each item and let guests drop their raffle tickets into the prizes they are most interested in. If you decide to run an auction, make it a silent auction that runs during the event with “winners” being announced prior to the final round.

## **PROMOTING YOUR EVENT**

There are many different ways you can go about promoting your trivia events. You can start by putting up some great posters (Check out [www.canva.com](http://www.canva.com) to create your poster) Another way is to use social media to get the word out about your event. Word of mouth also works, so be sure to tell family, friends, and co-workers about the event. You can also use newspapers and classified ads to spread the word.

## **ACTUAL TRIVIA**

We use an organization called Indy live trivia to run the trivia for us. Take a look at Google to see if there are local trivia individuals who can run the night. If not, check out this link to run your own. <https://quizrunners.com/blogs/fundraising-ideas/guide-to-hosting-a-trivia-night-fundraiser>

## **OTHER ITEMS:**

- I have each table captain bring their own snacks for the table. This makes it really fun as some tables go all out with food!
- We work with a local distribution company to provide very drinks and alcohol. Whatever venue you decide on, you will want to ask them their alcohol policy if you decide to have it.
- We do a silent auction now as well. This is pretty simple as I just send an email to local businesses to get items and then have them out to display.
- We also offer a cash prize to the winning team; however they have always donated back to the ASF.
- We have ASF send us some giveaways, brochures, banner and balloons to have out at the tables.

## **COST**

We charge \$250 per team of 8 and \$30 for individuals. Most people sign up a team but if you do have individuals, we just create a team to add them to. You can have them sign up through [Eventbrite](https://www.eventbrite.com) or just create a google doc.

I am always here to support and help you! [amoore@angelman.org](mailto:amoore@angelman.org)