



How To Host a Trivia Night Event

So, you've decided to host a Trivia Night to raise money and awareness for the Angelman Syndrome Foundation! Congratulations, this will be one of your most favorite days. Here are some basic tips and guidelines to help make this the best event possible.

1. Gain some playing experience beforehand

You may find it helpful 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.

2. Select a 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 (a television playing a sporting event or 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 to enable people to get through the room safely.

3. Plan to have the right equipment

Having the right technology makes a difference. A speaker system, a projector and a computer to [show a video](#) before kicking off the night are suggested.

It is a bonus if you have a PA and speaker system so everyone can hear the questions. If not, you may consider purchasing one for the occasion or be prepared to speak loudly.

4. Raffles & Auctions

Check your local municipalities for requirements to sell raffle tickets and hold an auction. These are great ways to raise additional funds.

A 50/50 raffle is where one winner will take 50% of the money collected from 50/50 ticket sales. Or you can solicit product/service donations from local vendors then sell raffle tickets for those. 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.



5. Promoting your event

There are many different ways you can go about promoting your trivia event. Use social media to get the word out about your event. Put up some posters in your community (Check out www.canva.com to create your poster) 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.

6. Trivia Questions

You can use an organization to run the trivia for you. Use Google to search for local trivia companies who can run the night. Or, check out this blog for [tips on how to run your own](#).

7. Cost

We suggest charge \$250 per team of 8 and \$30 for individuals. Most people sign up a team but there are usually people with 3 or 4 players. Then you can create a team to add them to. For registration or sign up, you can use Eventbrite, create a Google doc or ask the ASF for ideas.

8. Other items

- I have each table bring their own snacks for the table. This makes it really fun as some tables go all out with food!
- Work with a local distribution company to provide drinks and alcohol. Whatever venue you decide on, ask them their alcohol policy if you decide to have it.
- Offer a cash prize to the winning team. Sometimes the winners will donate the prize back to the ASF.
- Ask ASF to send some giveaways, brochures, banner and balloons to have out at the tables.

