

How to Host a Trivia Night

Specific Requirements

You will need the following to run a successful Trivia Night:

- A venue - one that has accessible tables and chairs.
- A Quiz Master.
- Quiz answer sheets.
- Pens for each table.
- A PA system.
- Prizes for teams and/or individuals, raffles or auctions.

NB: If you are running an event, you will be required to register the fundraising activity with Variety [here](#) . If you are creating flyers, posters or Facebook event pages please email the material to melissa.mcmahon@varietyqld.org.au for approval prior to publishing. A friendly reminder to please use our proudly supporting logo.

Things to Consider

- Never disregard local venues such as church halls, school or community halls, bowls clubs or RSL clubs.
- Attend a Trivia Night at your local pub or club. They are popular in these venues through the week and it will be a good chance to see what works, what doesn't and to try to line up a Quiz Master.
- Quiz Masters will more often than not supply their own equipment – including questions, PA systems, answer sheets and stationery. This will allow you to focus on getting people through the door. A fee may be required, but this can be negotiated directly with the Quiz Master.
- Add a theme to the event and include prizes for best dressed individuals or teams. This is a great way to add a bit of colour and excitement to the night.
- Catering – arrange food and drink or can guests bring their own?
- Will you require a liquor licence?
- Will a silent auction or raffle add to the evening? Will you have enough prizes for one of these? See the How to Run a Raffle and How to Host a Silent Auction guides for more information.
- Don't underestimate your chance of obtaining local media coverage – a media release to the right contact and you never know what might happen! Variety can supply you with a template for this.
- When sourcing prizes, try local businesses first – an item or voucher is often easier to donate than cash. We have sponsorship letter templates for your use.
- When looking for prizes, decide what you can offer local businesses before asking them to donate a prize. Consider things like a flyer on each of the tables, a display of signs on the night, acknowledgement when presenting prizes, or a logo on the Facebook event page.
- Always send thank you letters and certificates to the organisations and businesses who have helped you with your event, whether it be through discounted rates or the provision of prizes.
- Make sure you forward through the proceeds of the evening to Variety as soon as possible, in keeping with the Terms and Conditions on the Register Your Fundraising Activity form.



What Variety Queensland Can Do to Help

- We can help you proof flyers and provide you with a template to assist you with designing your own.
- Gain media attention – provide you with a media release template to assist you with getting the local media involved.
- We can supply you with some signage for your event, most will need to be collected and returned to the Variety office.
- We can supply you with raffle books if you choose to run a raffle.
- We can supply you with Silent Auction templates if you choose to host a Silent Auction.
- We can supply you with donation envelopes, money tins, shaker tins and stickers.
- We can supply you with certificates of appreciation.

Who Do I Contact to Ask Questions?

Please contact Melissa McMahon on 07 3907 9300 or via email

melissa.mcmahon@varietyqld.org.au .

Checklist/Timeline

- Have I registered this fundraising activity/event via the Variety website?
- Have I secured a venue and a date?
- Have I sourced a Quiz Master?
- Do I have all the equipment I need, including answer sheets, pens, tables, chairs and a PA system?
- Do I have a flyer?
- Does my flyer keep with the brand guidelines as established in the Terms and Conditions on the
- Request to Fundraise form and has Variety provided approval?
- Have I distributed copies of the flyer to all my contacts?
- Have I sourced enough prizes?
- Have I obtained any media coverage in the local area?
- Have I contacted Variety to collect money tins, raffle tickets and borrow any signage?
- Have I sent the money to Variety Queensland and indicated where it is from?
- Have I sent thank you letters and certificates of appreciation?

Managing Your Funds

Deposit the funds into our account

Variety Queensland
General Account
BSB 034 072
Account Number 201 739

Do you have an online fundraising page?

You can donate the funds on your page

Make out a cheque to 'Variety Queensland Inc' and post to

Variety - the Children's
Charity
Unit 1, 5 Ashtan Place
BANYO
QLD 4014