



# How to...

## Organise a Charity Quiz Night

Organising a charity quiz night is a great way to raise money for Paces Sheffield and anyone can take part. With some helpers and our 'how to' guide, it really is easy and rewarding!

### Type of Quiz

- You need to decide on what type of quiz you will be holding. Will there be a theme to it or just a general knowledge quiz
- If your Quiz Night for charity is themed then you have to decide if you will be decorating the venue to compliment the theme.
- Decide on who your target audience is – will it be a family quiz or aimed at a specific group of people

### Setting the Date and Fundraising Target

- Decide on a date for your quiz and work out how much money you would to raise
- Take into account other events that may be happening if you choose to hold a Christmas quiz in December – people may have other charity events or family events in the run up to Christmas

### Setting the Entry Fee

- Decide how much you will charge per quiz entry. Will you charge per person or per quiz team?

### Choose a Venue

- Decide where you will be holding your quiz
- Your quiz host may need a PA system to ensure that all those participating in the quiz will be able to hear the questions properly on the night. See if the venue your holding the quiz has a PA system otherwise you may need to hire one

### Publicity

- Decide how you will publicise your event
- Creating posters to hand out to local business will generate attention
- We can advertise the event the Paces Website and our social media channels.

### Writing the Questions

- Create a wide range of questions – the wider the range the better!
- Balance the questions - most quizzes tend to have 10 rounds, each round consisting of 10 questions.
- For a well balanced quiz you need a couple of rounds that are generally easy, but with the odd hard question thrown in. Then a reasonably difficult round with the odd easy question
- The remaining rounds should be middle of the road, with each round containing 2 or 3 easy and 2 or 3 hard questions with the rest being of average difficulty.

**For more information about this or any other fundraising ideas,  
please contact our Fundraising Team on 0114 284 4488 or [Julie.booth@pacesheffield.org.uk](mailto:Julie.booth@pacesheffield.org.uk)**

**Download all our guides and our fundraising proposal form at [www.pacesheffield.org.uk/fundraisingideas](http://www.pacesheffield.org.uk/fundraisingideas)**



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