

How to organise a quiz night



Get all your family and friends together for this fun-filled event and see who knows their stuff.

How long you'll need

It's best to contact venues at least four weeks in advance of when you want to do your quiz. You will also need enough time to promote the event too!

Quiz nights will last around 2-3 hours. It's a good idea to schedule in an interval so quiz goers can buy refreshments or you could do a talk about Breast Cancer Now and why you are raising money.

The legal bit



Your safety is our number one priority – so we've put this little bit of info to keep you protected while organising your event. Please follow it!

- Insurance – check if the venue has insurance to cover your event or you may need to apply for public liability insurance.
- Risk assessment – check with the venue to see if they have a copy of their risk assessment and check whether they need you to complete one before the event.
- Food – if you are serving food at the event make sure to check for any dietary restrictions. Also look at the guidelines for food hygiene at www.food.gov.uk by searching for “charity events”.



Pick a venue

It'll need to be somewhere that you can fill with tables and chairs for your guests to sit at, and be cosy enough to build a good atmosphere. You could try pubs, restaurants, halls, community centres or local schools.



Prepare your questions

This is the backbone of any good quiz. Will you have a round on just pink themed things? Local knowledge, trivia, or sport? Make sure you read the paper, and include a picture round to give your voice a rest. You can be as inventive as you like – just make sure you have an accurate answers sheet hidden somewhere!



Organise prizes for your winners

The best way to get prizes is to ask for donations from businesses. This could be anything from a voucher, tickets to see a play, or a food hamper. For local businesses, it's best to approach them in person (if possible at times when they're less busy). For larger companies, you might want to check on their website or email their head office, but most will direct you to your local store.



Order your materials

You'll need loads of pens! We can give you branded Breast Cancer Now pens, collection boxes for the night, posters, balloons and so much more – just get in touch.



Meet Johnny

Johnny has been fundraising for Breast Cancer Now for five years, having been inspired to do so when his sister Geraldine was diagnosed with secondary breast cancer. He's taken part in many running and walking Challenge Events to raise money but decided to step out of his 'comfort zone' and organised a quiz instead. He was so thrilled with the outcome that he now holds two quiz night fundraisers annually!

Johnny's top tips

- ♥ Hold a raffle on the night. Ask local shops businesses to donate prizes – they don't have to be huge, just a token box of chocolates or bottle of wine works nicely. Make sure to check out our raffle how to guide.
- ♥ Provide food so people feel like they are getting something in return for their money. It's best to do the food yourself to keep the costs down and it doesn't have to be anything fancy.
- ♥ Write the questions yourself and always include a picture round for people to do throughout the first round. *** Please contact us if you'd like to use some of Johnny's questions for your quiz. ***
- ♥ Have a presentation about Breast Cancer Now running throughout, or do an informal speech in the break to thank everyone for coming and speak about our work. This will encourage them to give more generously.
- ♥ Put collection cans on the bar – this will encourage people to donate their change after buying drinks.
- ♥ Advertise on social media and ask the venue if they will put posters up in advance.
- ♥ Shop around for the venue. Most sports clubs and pubs will be happy to hold the quiz for a small deposit which you will get back once they have sold that amount in drinks on the night.
- ♥ Make sure you have a good sound system, people like to chat throughout quizzes and having this will make sure that everyone can hear the questions. Check if there's one at the venue, ask friends and family or you can usually hire one for around £50.
- ♥ Have a few friends to help on the night with marking the quiz, or get the teams to pass around their sheets and mark each other.
- ♥ Don't worry too much about getting an extravagant prize for the winner. The main prize is pride and people will know that this is for charity so only a token gift is needed.



Registered charity no. 1160558 (England and Wales), SC045584 (Scotland) and 1200 (Isle of Man).

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