



Host your own quiz!

Resources available:

- Quiz night poster
- Amend and send invitation
- Sample quiz questions
- Answer sheet
- Kit list

It makes for a classic fundraiser which can be easily tailored to any audience.

Whether you're a first time fundraiser or have organised lots of events before, we hope these quiz night resources make it quick and easy to run your event.

If you have any suggestions or questions, you can contact the national fundraising team on supporters@girlguiding.org.uk or 020 7592 1821

Good luck and thank you

Getting ready



Pick your date

We recommend starting at least eight weeks in advance. This will give you ample time to find a venue, promote your date, gather your equipment and get your quiz questions ready.

Plan your quiz

Who is your audience for your quiz? Decide and then tailor the questions to them. You could split the questions into rounds to keep it varied, for example: picture rounds, music rounds, dingbats, anagrams...the list goes on. You'll find some sample rounds included in this pack. Be strict on the night about accepting only one correct answer - or you'll be there for days!



Promote your event

Put up posters, email your unit's contacts, post on social media and encourage people to spread the word. You can download editable posters and a template email from the resources section of this pack.

Source some prizes

Consider asking local businesses if they'd be interested in donating prizes for the winners. Or you could buy small prizes - chocolate bars or some guiding merchandise would do nicely. You might even want to consider a consolation prize for the lowest scorer of the night!



Consider your decor

Do you want to decorate your venue? Perhaps your unit can help make quiz themed decorations or bunting, or you can buy branded balloons from girlguidingshop.org.uk

Collect your equipment

You'll need to make sure that you have a pen or pencil for each player or team. You can print answer sheets from the resources section.

Best practice



Counting money

Make sure that two unrelated people do the counting.



Creating promotional materials

Be clear about how the money raised will be used. What's the unit's name? Is it going towards a girl's international trip? Are funds being split? Include that information on your posters or flyers.



Holding a raffle

You can do this without a licence as long as you only sell tickets and announce winners at your event, not in advance. You'll find more detailed information on raffles in our fundraising toolkit.



Choosing a venue

Check it's accessible and find out the capacity to make sure you don't have too many people there. Ask them about their licence. It's best practice to carry out a risk assessment - there's lots of guidance on our website.



Offering alcoholic refreshments

If you're selling or providing alcohol, the relevant licences and permissions must be in place. Check with your venue to see what licence they have. And if you are selling alcohol, make sure age limits are adhered to.

Quiz night

Tips to top-up your total

- Hold a raffle in between rounds
- Offer a cloakroom at 50p-£2 an item
- Sell refreshments
- If the venue has a bar, ask if they'll donate a percentage of the profits

After the event



Bank your money

If you've raised the money to help a unit in your local area, bank the money raised with the unit so it can be noted as fundraising income in the unit's annual accounts. As you're probably aware, if you used unit funds to cover any costs, it's good to keep receipts for all costs to help with the unit's annual accounts.

If you've raised the money to help girls in guiding all across the country, please send a cheque payable to 'Girlguiding' to Fundraising, Girlguiding, 17-19 Buckingham Palace Road, London SW1W 0PT. You can download a paying-in form from our website. Just search 'paying in form'.



Thank your helpers

Let everyone know how much they raised and how it will help. Include everyone who came along, on the night helpers, prize-donors, question-writers and anyone at your venue.

You can request a thank you certificate online at girlguiding.org.uk/thankyoucertificate



Take a moment for you

It's fantastic you've held a fundraiser. Don't forget to congratulate yourself and enjoy your amazing achievement!