

Quiz master's guide

Organising a CAFOD Quiz

The CAFOD Quiz pack has been designed to make your fundraising quiz night as simple to organise as possible.

By running a CAFOD Quiz, you will help to:

- Raise vital funds to support CAFOD's work
- Raise awareness of our work. It doesn't matter whether your quiz is a small-scale event for members of your parish group or a major fundraising evening attended by hundreds of people. The aim is the same!

Running a CAFOD Quiz will help to promote our campaigning and fundraising; transforming lives worldwide. The more events we run, the more people we reach.

This guide has been produced to help you run a really successful CAFOD Quiz. Remember, you don't have to stick to this format – do it your way!

For further help or advice on running your CAFOD quiz, email quiz@cafod.org.uk or call us on 020 7095 5333.

Your quiz pack

You can download the following materials from the CAFOD website (cafod.org.uk/cafodquiz) to help you with your quiz and photocopy them as necessary:

- A4 posters to advertise your event – put them up at church, your work notice board or the local pub
- Copies of this quiz guide
- A welcome sheet with information for each team
- Quiz questions and answers
- Quiz master's score sheet
- Blank answer sheets
- Picture-round sheets (to be put on each table at the start of the quiz)

Donations over and above the entry fee for the quiz can be gift-aided by using CAFOD's donation envelopes. To request donation envelopes, please email communityfundraising@cafod.org.uk or call 020 7095 5682

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1 Planning

Who is going to help you organise?

Think about how many people you will need to help before and at the quiz. Try to get together a group of people to organise your quiz rather than leaving it all to one person.

Here are some of the things you need to think about:

- Who's going to be the quiz master?
- How will you promote your quiz?
- Who will collect the money/sell tickets?
- Who will put scores up on the scoreboard during the evening?
- Do you need a PA system?
- Who will collect the quiz sheets?
- Who will mark the quiz sheets? (One marker per six to eight teams usually works or you could let teams mark each others')
- Who will organise the prizes?
- Who will help tidy up?

And to make your event a real social occasion, have you thought about catering, a bar (if appropriate), a raffle?

It is always a good idea to have more people helping out on the night than you think you will need – people may drop out at the last minute and unexpected hitches may arise.

Choosing a venue

Your quiz can be held in a variety of places – in the church or school hall, your local community centre, or, if suitable, in a pub – anywhere in fact where you can bring people together in a friendly, social atmosphere.

If you are a member of a local quiz league, or know someone who is, ask if they can hand over their night for your quiz. Their quiz master might even be willing to help you run your event.

Once you have identified a potential venue, check that it:

- has a large open floor space
- is available when you need it
- is easily accessible, particularly for people with disabilities
- has good parking facilities
- is reasonably well known

Other things to consider include the catering facilities, power-points for the PA system (if you need one), somewhere to display the scores throughout the evening, and the availability of tables and chairs.

Once you've set a date and found a venue, it's time to promote the event. Do this as early as possible. Put up the CAFOD Quiz posters at school, at the church, at the venue you are holding it. Ask your priest if you can promote it at the end of mass and put it in the parish bulletin. E-mail your friends and family and ask others to do the same. Encourage people to put together teams and don't forget to tell your local CAFOD office.

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2 Raising money

There are numerous ways you can use your CAFOD Quiz to raise money depending on the type of event you want to run.

What to charge

For smaller quizzes you can charge a fixed amount per head or per team (many fundraising quizzes charge £5 per person, which may include a glass of wine on arrival, or if it's held somewhere with catering facilities £10 for quiz entry and a meal). A ploughman's supper is a popular option, but if you don't want to organise catering yourself, a local supplier might be able to provide you with a fish and chip supper or something similar at an agreed time (preferably during a break!)

For the more ambitious, why not try and sell tables at your quiz? Contact local businesses or business friends and ask them to sponsor a table – the amount can be anything from £100 per table to £1,000.

Raffles

A good way to maximise fundraising on the night is to sell raffle tickets. You can approach local businesses to donate prizes. You can also ask for donations which can be raffled or auctioned off on the night. If you decide to go ahead with a raffle then there are a number of simple rules you must be aware of:

- The raffle must be only part of the event and not the main attraction
- Tickets can ONLY be sold on the night of the event, within the premises of the event. If you decide to sell tickets before the night you will have to get permission from the local authority, pay a registration fee and let the CAFOD events team know as they will have to inform the Gaming Board on your behalf
- The draw must be made during the event
- The organiser/promoter is not allowed to have any personal gain from the event
- If you are planning to purchase prizes you are allowed to spend a total of £500 – but there is no limit to the number and value of donated prizes

If you are organising your quiz to be held before early March or during summer, you promote CAFOD's own raffle: Tickets are £1 each and there are some fantastic prizes. Visit cafod.org.uk/raffle to find out more and order CAFOD raffle tickets to sell at your quiz.

3 The quiz itself

- All the questions and answers are provided for you – just visit cafod.org.uk/cafodquiz to download and photocopy the number you'll require
- The quiz we have provided has 15 questions in each round, and six rounds plus a picture round to go on the table at the start of the quiz. Each question round contains a CAFOD Conundrum bonus question (worth two points)
- We have also added six country-specific rounds of questions. You can use one or more of these rounds to test your parish/groups knowledge of the countries in which CAFOD works
- Teams can buy up to four quiz answers throughout the evening. Each answer is £5. All the teams have to do is present their £5 and ask you or any of your helpers for the answer. You can use the score sheet to keep track of how many answers each team has bought
- You might want to think of some tie break questions in the case that there is a draw

Ensure you keep good time on quiz night. For an evening event we suggest people arrive at 7-7.15pm with the quiz starting around 7.30pm and finishing no later than 10pm. Allow 15 minutes for each question round and remember to schedule breaks into your event (about 15 minutes break every 45 minutes is recommended). Allow a 45 minute break if you are serving food and enough time at the end to draw the raffle.

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The CAFOD quiz poster:

Use the poster to let people know all the necessary information beforehand:

- When? (time and date)
- Where?
- Other information: How do people buy tickets? What else is included in the price – drinks? food?
- You should include contact details and ticket price.

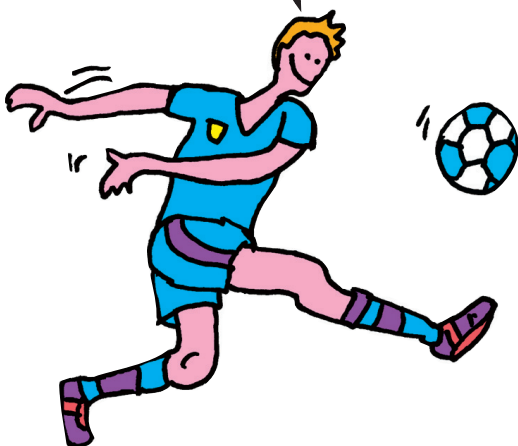
Other tips:

- Teams of six usually work well
- Download and put up the posters to promote your event as early as possible
- Invite people personally
- Encourage people to bring a team along
- Make sure people know how to register/buy their ticket for the event

Once you've collected all entry monies and any other donations/raffle money collected on the night, please write a cheque for the total (made payable to 'CAFOD') and send it in to us along with the [CAFOD Quiz paying in slip](#). Return donations to CAFOD:

Freepost RSHJ-KJBY-YXLT
CAFOD
Romero House
55 Westminster Bridge Road
LONDON
SE1 7JB

Remember you can order donation envelopes by emailing: communityfundraising@cafod.org.uk



Here is an introduction you may wish to use at the beginning of your quiz:

"Welcome to the CAFOD Quiz and thank you all for coming along to support this fundraising event.

As you may know, CAFOD works with partners in more than 50 countries, supporting their work and campaigning to build a better world for people living in poverty. In emergency situations, we provide immediate relief, but also support long-term programmes to enable people to re-build their lives.

You'll find an instruction sheet on each table outlining the basics of tonight's quiz. As this is a fundraising quiz we are giving teams the opportunity to donate extra money in return for answers! Each team can buy up to four quiz answers. So, if there is a question your team don't know, just bring your £5 to any of the helpers at tonight's quiz and they'll give you the answer! Simple!

On your table there is some more information about CAFOD with a few examples of what the money raised tonight can buy. For example, your £5 entry for tonight's quiz could provide a family with farming tools to grow their own crops – so thank you for making a difference.

We are aiming to raise £500 from tonight's quiz and raffle. And what could £500 buy? It could provide a family, living in an area at risk of cyclones or hurricanes, with a storm-proof house, giving them much-needed security.

So, while the aim of tonight is to have fun, please remember why we are here and do buy a raffle ticket or make a donation so that CAFOD can continue its life-changing work.

Now, let the quiz begin!"