

How to organise a Quiz Night



Quiz Nights are a great way to get people together to raise money for Mind. Find out who's the office mastermind and who is more like the weakest link with this simple step-by-step guide.

1 When and Where?

Set a date and a venue to host your event. For example, you could use a pub, social club or a local community centre.

2 Invite

Send out invites early and spread the word about your quiz night by advertising on your company's intranet, through social media or putting up posters.

3 Set a theme

Decide on the type of quiz you want to hold. You could have a theme (for example, a music or movie quiz) or you could just have a general knowledge quiz. Make sure you try and match the questions to your audience; around 60 questions is a good amount to have.

4 Find a Quizmaster

Find a confident and charismatic quizmaster who can hold the attention of the room. Ensure that they understand the questions they are asking.

5 Sign Ups

Ask people to sign up in teams (minimum of 2 people, maximum of 8) and ask them to think of team names – the funnier the better!

6 Fundraise

Ask each team or individual to pay an entry fee. The winning team will win a prize; as it's a fundraiser most people will be happy with a token prize, such as a bottle of wine.

7 Additional Ideas

You could boost donations by finding other ways to fundraise on the night such as food, a raffle or a tombola. Why not increase fundraising by enforcing fines for people caught using their phones?

8 Enjoy

Have fun and enjoy yourself!

[mind.org.uk](https://www.mind.org.uk)

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