

# Trivia Event Fundraiser Guide



[3StreetsTrivia.com](http://3StreetsTrivia.com)

## A Little About Trivia Events

Trivia Events are fantastic fundraising tools which are easy to run, great fun for participants, and have the potential for excellent financial results for the organizers.

For those unfamiliar with Trivia Events, the events themselves are similar to game shows such as 'Who Wants to be a Millionaire', except everyone in the audience can play along rather than just a handful of participants. The 'Host' or 'Quiz-Master' asks a series of questions and the participants form teams to give the best answers that they can.

Trivia Events are already one of the most popular forms of fundraiser in countries such as England and Australia where Quiz Nights at bars, restaurants, sporting clubs, and community halls have been exceedingly popular for many years.

The events themselves are extremely simple to run, especially if you follow along with this guide. Trivia Events are notoriously good fun and have the potential for you to reach extremely high targets in just a few hours.

## Planning for the Event

### Event Materials

To run your event you need the materials to give to your audience and to your Quizmaster.

Visit <http://www.3streetstrivia.com/> and use the simple 'Trivia Wizard' to get the materials that will best suit your audience. The wizard lets you preview the questions and lets you choose 'custom' rounds to give your event a unique flavor and to make the game even more fun for players.

After you've selected, previewed and paid for your materials, you can then print them out immediately, or if you don't have access to a printer, they can be mailed out to you.

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## Planning for the Event

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Make sure you have enough 'Player Answer Sheets' and 'Puzzle Sheets' for all your teams. Teams consist of 5 to 10 players on average, so if you expect 100 guests, make sure you have 10 to 20 copies of each to give to each team. (or more to be on the safe side)

The printed package includes 'Event Hint Sheets' for the Host so they have a step-by-step guide to walk them through the entire event.

The 'Event Hints' show how to ask the questions, when to give the answers and how to keep score. The system is very simple and has been used successfully thousands of times all over the world.

### **Book your Venue.**

The size of the venue you choose will depend on the size of the crowd you are expecting. Church and school halls; pubs; clubs; bars; and restaurants all make excellent venues for a trivia night.

Any large space with tables and chairs for teams to sit around is fine. If the venue is a large one, or you are expecting a numerous or particularly boisterous crowd, make sure that you have a microphone/public address system in place. If you plan on selling food and drink at the event to maximize your earnings, make sure the venue can accommodate this.

### **Organize your Equipment.**

As indicated above, a microphone and sound system enables your Quiz Master to be clearly heard by your audience. Also be sure to provide a sufficient number of pens for all the teams. Blank pieces of paper are also a good idea for players to scribble notes on.

A calculator to add up the final scores will come in handy, and a ruler for the Quiz Master to mark their place on the question sheet also helps.

If you want to run one or more raffles during breaks in the event, make sure to pick up a couple of books of tickets.

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### **Event Host and Helpers.**

A terrific host can make a good trivia night great! A confident, well-spoken speaker, happy with being the centre of the crowd's attention, will do fine. As all the questions and event running sheet are provided, the host's job is an easy one!

Having a couple of helpful assistants to gather the players answer sheets at the appropriate times will make the event even easier.

### **Event Prizes**

We recommend giving out small prizes at the end of each round and then the major prize at the conclusion of the event. This ensures continuing interest from all teams, not only those in the lead. Prizes are usually sought out from sponsors prior to event and are usually bottles of wine, boxes of chocolate, gift-certificates etc.

If you intend on supplementing your fundraising income at the event with raffles, auctions, or additional games, make sure you also get an appropriate number of corresponding prizes.

### **Promote the Event**

Spread the word. Make sure that as many people as possible find out about the event. Trivia nights are notoriously good fun for participants, so often the only limitation to attendance is how well the events themselves are advertised.

If you decide to charge \$15 a player and target 200 players, you can raise \$3,000 just from the player's entrance fees.

## Running the Trivia Event

*(Use the "Event Hint Sheet" provided with your Trivia Pack for full details on how to run the event)*

### **At the Door**

Make sure you have one of your assistants available to collect the entry fee from each participant. Depending on your target and crowd expectations, entry fees generally range from between \$5 to \$20.

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## Running the Trivia Event

### **Prior to Start**

Let people know when the event is going to begin, and let them know about available refreshments etc.

### **On Commencement**

Once you are ready to begin, briefly explain the rules and outline the night's schedule.

Explain the number of rounds and how players are to fill in their answer sheets.

Encourage team mates to come up with their team names and to fill them in at the top of their player answer sheets.

### **During the Event**

The Quiz Master is to read through the questions of each round, making sure to give the players enough time to fill in their answers.

At the end of each round collect the team answer sheets, mark them, then arrange for them to be handed back to the teams.

During breaks or at determined intervals, have assistants sell raffle tickets if appropriate.

Draw raffles at chosen times, if appropriate.

### **At Conclusion**

From lowest to highest, read the scores and encourage the audience to applaud all teams regardless of their result.

Give out the prizes to the top teams.

Thank the players for their participation and explain how the funds will assist the fundraising goals being met and encourage players to come to the next fundraiser.

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## Trivia Event Summary

So, as you can see, Trivia Events are very simple to run and can be extremely profitable, while providing your audience with a great night's entertainment.

### Summary:

#### Before the Event

- Organize your materials, equipment, host, and venue.
- Promote the event.

#### During the Event

- Collect entry fees and have the players form teams at a table.
- Ask teams fun, general knowledge questions from your customized Trivia Pack.
- Score the team's answer cards over the course of the evening.
- Supplement takings with raffles during the evening if desired.
- At the conclusion of the event, award the winning team with prizes.

Your Trivia Event materials, including a detailed Event Guide, questions, answers, scorecards, answer cards, and more are all available from [www.3streetstrivia.com](http://www.3streetstrivia.com) where you can also check out the hundreds of testimonials from satisfied customers.

Best of luck with your event and Happy Fundraising!