



# HOW TO PLAN A PUB QUIZ

Pub quizzes are the perfect starter fundraising event. They're cheap, fun and there are potential venues all over the place. They are a great way of attracting new members who might not feel ready to come to a meeting but are keen to get involved with their student group.

# STUDENT GUIDE TO FUNDRAISING WITH AMNESTY

## HOW TO PLAN A PUB QUIZ

### THE TEAM

Pub quizzes are straightforward to organise but it still helps to have a team of organisers to keep things running smoothly.

#### SECRETARY

Coordinates the team to ensure preparations are on track.

#### QUIZMASTER

Introduces the quiz, reads out the questions and announces the winners. Your quizmaster needs to be confident with public speaking and, if the venue doesn't have a PA system, they will need a loud voice!

#### HELPER(S):

Hands out answer sheets and pens at the beginning and calculates the scores at the end.

#### QUIZ WRITER(S)

Writes the quiz. You'll want to make sure that you have a variety of questions to appeal to a broad audience so consider having rounds written by different people.

#### PUBLICITY MANAGER:

Promotes the quiz to ensure you get enough teams.

#### PRIZE COORDINATOR:

Contacts local businesses asking for donations that can be used as prizes. A good prize can help you attract more teams and ultimately raise more money.

### THE VENUE

Most towns and cities are awash with potential pub quiz venues, most of which you'll probably be allowed to use for free on a weekday. Ask around until you find a venue that's near campus, has plenty of space and, ideally, a PA system. If you can't find anywhere that fits the bill in town then see if there's any space in the student union you could use for free.

### THE PUBLICITY

Start advertising the quiz at least two weeks in advance. You can use: posters in and around the venue, local press, social media and, perhaps most importantly, word of mouth.

**TOP TIP:** Invite other societies to enter teams to create a competitive atmosphere and get more people involved.

### PRIZES

If your prizes are good enough the event might promote itself! Ask local businesses for donations and once you get a prize confirmed start mentioning it in your promo.

**TOP TIP:** Get in touch by emailing [fundraise@amnesty.org.uk](mailto:fundraise@amnesty.org.uk) and we'll write you a letter of support confirming that you're organising a pub quiz to raise funds for Amnesty. This will make businesses more inclined to donate.

### THE QUIZ

A good quiz should be between four and eight rounds of 10 questions each and include a mixture of different rounds. Be careful not to give it too much of a human rights focus or you might end up alienating those who aren't active campaigners. Here are a few suggestions: General Knowledge, Sport, Literature, Film and TV, Music, Geography, History, Human Rights.

If you're feeling adventurous you can try a picture or a music round! If you're planning one of these make sure to come prepared. Music rounds, for instance, will require a playlist and equipment to connect your phone or laptop to the venue's PA system.

Get in touch if you need help writing your quiz.

### ON THE DAY

Decide on an entry fee – eg £2 per person or £10 per team – and make sure you have payment from everyone who is taking part in the quiz before starting.

Ensure that every team has chosen a name and they have everything they need, pens and answer sheets for example. Once everyone's ready to start, the quizmaster takes over by introducing the quiz and giving clear instructions. It helps to repeat instructions to avoid interruptions later in the quiz.

Go through the rounds, taking in answer sheets at the end of each round so you can start totting up scores. You might want to take a break halfway through if it's a particularly long quiz. This gives people a chance to go to the bar which the manager of the bar will appreciate! After the last round take a small break to confirm the final scores and then announce the winners. Have a few tiebreak questions ready in case of a draw!

After you've announced the winners and handed out the prizes, take the opportunity to get the teams to take action on a case or campaign that you're working on.