

## **TRIVIA NIGHT**

Everyone loves trivia and being on the winning table is a great incentive for friendly rivalry. Always a popular fundraiser but it requires time and many hands to organise.

### **How long will it take to organise?**

Its likely to take 3-4 months to get all the logistics in place and then 6-8 weeks to promote and advertise to friends, family and colleagues.

### **How many people does it take?**

Ideally have a team of 4-5 people helping with planning and around 6-10 volunteering on the night. Critical is to find someone who can source your trivia questions and MC the event – they have to be good at talking and have a sense of humour otherwise hire someone professional but this will cost some money.

### **How much do you have to spend upfront?**

You will need a suitable venue with tables and chairs and facilities for drinks and food preparation and serving unless you encourage people to bring their own. This may cost money and also require a bond to ensure its cleaned up. Free venues are best.

Decorations - balloons, streamers, etc. to jazz the venue.

Prizes for raffles as well as auction items – often can be donated by local businesses in exchange for signage and promotion on the night.

Food – if you provide it or may require upfront payment if venue provides pizzas, platters etc. You can ask people to bring their own and share.

Drinks – if you provide it you'll also need ice or fridges to keep them cold. You may need to purchase upfront or provide a bond if venue provides.

### **Do you need a licence or permission?**

No licence required.

If it's a workplace event you'll need to ask your Boss and you could ask them to match the amount you raise. Let us know and we will send a letter confirming you are doing this for RESULTS that you can give to your boss.

You need permission from RESULTS so we can let you use our name and logo and advise on handling money safely.

**What materials/resources will I need?**

- Venue with tables, chairs, food prep/serving facilities Prizes
- Trivia master and questions
- PA system (Professional Trivia master may have one)
- Balloons/streamers
- Prizes
- Raffle tickets

**What sort of venue do I need?**

This depends on how many people you invite but remember, the more guests, the more money you can raise! Here are some suggestions:

- Function room at golf or sporting club
- Work place (common room/ function centre)
- Community hall
- School hall
- RSL Club room
- Club house
- Your home
- A family or friends home

**Who should you invite?**

Everyone you know as the more people the better - spread the word and let your friends and family (or colleagues if it is a work place event) know about it by sending texts, emails or creating a Facebook event. Give them plenty of notice!

Think big by contacting Facebook or Twitter friends and followers. Even if they can't attend your event, they may be willing to donate online, so make sure you provide the link to our donations page.

The size of your venue will determine how many people you invite and from that number you can decide whether you will need help with the planning, preparation and logistics on the night to sell tickets, raffle tickets and clean up.

- Friends and family
- Colleagues and other staff members
- Local business Sponsors

**Do you need your boss's permission for workplace events?**

Yes. For all workplace events it's only polite and you can ask them to match the amount you raise. Let us know and we will send a letter confirming you are doing this for RESULTS that you can give to your boss.

**Say thank you**

After your Trivia Night, don't forget to say thanks to everyone who comes along and donates and let them know how much you have raised.

**How to handle money safely?**

**Check out the cash handling and how to send your donation to RESULTS [HERE](#)**

**Email your ideas on how to make this guideline better [HERE](#)**