

# Glenn's Quiz Night Guide

Glenn organised a fantastic quiz event that raised over £1,100 towards his London Marathon fundraising. Read on to find out how he did it!

## Getting ready

- Organising an event can be daunting, so keep it simple.
- My quiz started with maybe 20 or 30 people coming along and ended up with around 75 to 80, standing room only! It grew by word of mouth but also through me pestering friends, relatives, and colleagues.
- Don't be shy about asking for favours from people, especially businesses you have a connection to. Many larger companies have Corporate Social Responsibility so it will be in their interests to support you if they can!



## What you'll need

- Venue - I used my local pub's skittles alley
- Food - I paid for this myself but kept it cheap and had family members to help prepare everything
- Prizes for the quiz and raffle - I bought some very cheap medals online and I had saved some previous raffle prizes that I had won and also had many companies, friends and colleagues donate something (from Signed sports shirts, to wine, food and vouchers!).
- I attend a quiz every week so drafted in the "quiz master" who agreed to offer his services

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- Glenn, London Marathon

## On the day

- The quiz started at about 7pm so around 4pm we went to the venue and decorated and set out tables and chairs.
- Food was then brought down and kept warm in the pub kitchen until we needed it.
- On the night my girlfriend took on the role of collecting entry fees.
- Midway through (during food break) we sold raffle tickets and the raffle took place after the quiz!
- Get as many volunteers as you can. Even if they only do one little thing each it saves you doing it yourself!



## The important bits

- Be aware of alcohol consumption at the event and avoid promoting drinking. Make it clear that non-alcoholic drinks are available and make sure nobody under the age of 18 is consuming alcohol.

## Post event

- My volunteers were priceless. Thank them and maybe offer a gesture like buying a pint!
- The venue were superb and actually donated cash to my fund as well as giving us the room for free. Ensure you thank them on the night and again a few days after.
- Cash is king on nights like this so have a plan to collect and keep the cash safe until you get a chance to bank it and pay it in to the charity.

## Top tips

- Definitely run a raffle as part of the event, I raised around £400 extra from mine!

"I would strongly recommend doing an event like this as part of your fundraising!"

- Glenn, London Marathon