

# How to Host a Trivia Night

## Specific Requirements

You will need the following to run a successful Trivia Night:

- A venue - one that has accessible tables and chairs.
- A Quiz Master.
- Quiz answer sheets.
- Pens for each table.
- A PA system.
- Prizes for teams and/or individuals, raffles or auctions.

NB: If you are running an event, you will be required to register the fundraising activity with Variety [here](#) . If you are creating flyers, posters or Facebook event pages please email the material to [melissa.mcmahon@varietyqld.org.au](mailto:melissa.mcmahon@varietyqld.org.au) for approval prior to publishing. A friendly reminder to please use our proudly supporting logo.

## Things to Consider

- Never disregard local venues such as church halls, school or community halls, bowls clubs or RSL clubs.
- Attend a Trivia Night at your local pub or club. They are popular in these venues through the week and it will be a good chance to see what works, what doesn't and to try to line up a Quiz Master.
- Quiz Masters will more often than not supply their own equipment – including questions, PA systems, answer sheets and stationery. This will allow you to focus on getting people through the door. A fee may be required, but this can be negotiated directly with the Quiz Master.
- Add a theme to the event and include prizes for best dressed individuals or teams. This is a great way to add a bit of colour and excitement to the night.
- Catering – arrange food and drink or can guests bring their own?
- Will you require a liquor licence?
- Will a silent auction or raffle add to the evening? Will you have enough prizes for one of these? See the How to Run a Raffle and How to Host a Silent Auction guides for more information.
- Don't underestimate your chance of obtaining local media coverage – a media release to the right contact and you never know what might happen! Variety can supply you with a template for this.
- When sourcing prizes, try local businesses first – an item or voucher is often easier to donate than cash. We have sponsorship letter templates for your use.
- When looking for prizes, decide what you can offer local businesses before asking them to donate a prize. Consider things like a flyer on each of the tables, a display of signs on the night, acknowledgement when presenting prizes, or a logo on the Facebook event page.
- Always send thank you letters and certificates to the organisations and businesses who have helped you with your event, whether it be through discounted rates or the provision of prizes.
- Make sure you forward through the proceeds of the evening to Variety as soon as possible, in keeping with the Terms and Conditions on the Register Your Fundraising Activity form.





## What Variety Queensland Can Do to Help

- We can help you proof flyers and provide you with a template to assist you with designing your own.
- Gain media attention – provide you with a media release template to assist you with getting the local media involved.
- We can supply you with some signage for your event, most will need to be collected and returned to the Variety office.
- We can supply you with raffle books if you choose to run a raffle.
- We can supply you with Silent Auction templates if you choose to host a Silent Auction.
- We can supply you with donation envelopes, money tins, shaker tins and stickers.
- We can supply you with certificates of appreciation.

## Who Do I Contact to Ask Questions?

Please contact Melissa McMahon on 07 3907 9300 or via email

[melissa.mcmahon@varietyqld.org.au](mailto:melissa.mcmahon@varietyqld.org.au) .

## Checklist/Timeline

- Have I registered this fundraising activity/event via the Variety website?
- Have I secured a venue and a date?
- Have I sourced a Quiz Master?
- Do I have all the equipment I need, including answer sheets, pens, tables, chairs and a PA system?
- Do I have a flyer?
- Does my flyer keep with the brand guidelines as established in the Terms and Conditions on the
- Request to Fundraise form and has Variety provided approval?
- Have I distributed copies of the flyer to all my contacts?
- Have I sourced enough prizes?
- Have I obtained any media coverage in the local area?
- Have I contacted Variety to collect money tins, raffle tickets and borrow any signage?
- Have I sent the money to Variety Queensland and indicated where it is from?
- Have I sent thank you letters and certificates of appreciation?

## Managing Your Funds

### Deposit the funds into our account

Variety Queensland  
General Account  
BSB 034 072  
Account Number 201 739

### Do you have an online fundraising page?

You can donate the funds on your page

### Make out a cheque to 'Variety Queensland Inc' and post to

Variety - the Children's  
Charity  
Unit 1, 5 Ashtan Place  
BANYO  
QLD 4014