How to host a Trivia Night

How does the event work?
You and some friends or colleagues come together for a night of friendly and entertaining competition to raise funds for ReachOut!

How long should the event go for?
About 1 – 2 hours is probably the right amount of time for a trivia night, but you can always make it longer if you have more questions or shorter if you have less! You really control the timing of this.

How much should I charge for the event?
A set donation should be established to participate in the event. A couple of things should be considered when deciding what that amount might be. Will entry include food and a drink? If you’ve booked a venue, do you need to pay a fee or have a minimum spend? Depending on what you’ve answered, then you could set your entry fee from $10 up to $20 per person.

Will there need to be a theme?
Totally up to you! That’s the best part of organising these kinds of nights – you call the shots! Sometimes it’s good to have themes, especially in areas that your friends have interests (think sports or books) but at the same time, having a mixed bag means more of a challenge for everyone!

WHAT YOU NEED

6 or more weeks out:
- Decide the date of your event and where you’re going to host the night and book it (if necessary). **TIP:** Some places will offer free use of a venue when they know it is for charity so make sure you let them know!
- Choose a theme (or go without one) and decide on a list of questions:
  - In a theme less trivia night, have a mix of simple and obscure questions from range of categories; music, movies, reality TV, history, politics etc. Even if you’re having a themed trivia night, be sure your questions span all kinds of facts about your theme.
  - Decide on a format for questions as well – true/false, multiple choice, fill in the blank or a mixture of everything!
  - Have a few alternative questions on hand just in case you have a tie.
- Create a set of rules for the night, and make sure to stick with them.
- Create and invite, and send it out! Spread the word on social media, your work intranet or around school / the office.
- Think about having a raffle on the night or prizes to generate additional donations on the night. You’ll find there are loads of places that will help with prizes, like your local cinema, sporting teams etc. **TIP:** Ask us for a sponsorship letter to help with sourcing prizes.
- Collect donations and keep a running list of who has paid to attend. If you need receipts, we will need name, postal and email address. **Note:** We can only issue receipts after ReachOut has received the money raised.
4 weeks out:
- Arrange with ReachOut to get some merchandise. We can provide flyers, stickers, posters, and depending where you are located, we may be able to provide a banner for the evening.
- Arrange for someone (if not yourself) to MC the night.
- If you’d like someone from ReachOut to attend – ask! If we can make it on the day, we’d love to come along.

1 week before:
- Do a final call out for attendees – make sure they know you’re making teams so this is their last chance to get in on the action.
- If you have booked a venue, then you’ll need to confirm numbers. Make sure there are enough seats for everyone (and have a few extras in case you get a few last minute people show up!).
- Create the teams – try and make them as even as possible in terms of numbers and ability, seeing as you want a competitive night!

Day before:
- Print out a copy of the questions and answers for yourself, and copies of the answer sheets for each team.
  - Make sure you have pens and pencils for everyone to write down their answers.
- Have some snacks on the table for when people arrive – nothing too much but maybe a few packets of chips. If you have included a drink in your ticket price – make sure you’ve got tickets for people to hand out on the night.
- If you plan on having a raffle or lucky door prize – be sure to get some raffle tickets. You can normally find these at your local newsagent or sometimes even Coles or Woolworths.
- Get some change! If you have a raffle then you might need it. A bank will do this for you.
- If the event is themed, include some music or scenes from the movie or TV show. You can also encourage people to dress up!

On the night:
- Keeping score: the best way to do this is have one person from each team write down the answers and then collect and mark them yourself at the end of the night.
  - Don’t forget to have some tiebreaker questions handy just in case! First one to get it right wins. This is a good time to bring out the really hard questions.

SAYING THANKS!
When your event is over, remember to thank everyone who donated, sponsored or contributed to its success. There are a few ways you can choose to thank those involved:
- Send an email to everyone. Let them know how the event went and what they helped you achieve!
- If you had a Facebook event page, post a thank-you message which will automatically notify everyone.
- Post a thank you and photos of your event to Facebook and/or Instagram and tag everyone involved so they’re notified.
- Send a group email or text, or post out personal Thank You cards. We’ll send you a template you can print and then send!
BANKING YOUR FUNDS

Now that your event is over, be sure to bank all the funds you’ve collected. You can do this by:

- Making a donation via a credit card directly online: [https://about.au.reachout.com/donate/](https://about.au.reachout.com/donate/).
- Deposit the funds into ReachOut Bank Account. Ask Jessie ([Jessie@reachout.com](mailto:Jessie@reachout.com)) for the details.

REMINDER:

Your ultimate goal is to make the night fun for everyone. You’re all going to learn new facts, bond with people over niche interests, and bask in the glory of knowing useless bits of information. Be sure everyone goes home feeling like a genius. Especially you!

ADDITIONAL TIPS

Don’t forget to clean up! Leave the space and equipment in the same or better condition as when you arrived. If you can't clean the tables as you would have liked too, let the person who you were in touch with about the venue, know.