



Big Yellow Quiz Event Guide

The Event

Teams of people compete in a quiz. One of the rounds of questions will be based on the yellow theme to tie in with Big Yellow Friday. You could consider holding a raffle to increase proceeds (remember that there are certain regulations about holding a raffle; ask for our information sheet about this).



Venue

A suitable venue would be a club or room with a bar, or a church, village or school hall. Try to think of the people who are likely to attend, and then consider if the venue is likely to be easy for them to get to, park etc.

Planning and Organising

- ◆ Find a venue and negotiate a reasonable price. Explain that it is a charity event and try to get a discount. Try pubs, clubs or similar but preferably with a bar. Consider what refreshments will be available and if these will be suitable.
- ◆ You will need people to help with the organisation. Decide who will be responsible for different activities, application forms, sponsorship of teams, perhaps raffle prizes and refreshments etc.
- ◆ The event could be held any evening but Friday or Saturday is likely to be the best to attract the most people.
- ◆ Publicise the event by putting up posters where necessary, and perhaps mail local companies etc. Remember CLDF have posters, stickers, balloons etc to help you advertise and support your event.
- ◆ Decide whether you are going to have a raffle. If so, approach local businesses and ask for donated items as prizes. Failing that, you can buy prizes and take the costs out of the proceeds. You will need to keep documentation of this.
- ◆ Decide on the size of each team, and produce registration forms accordingly. Include spaces for the name of each team member, the team name and a contact. Determine a procedure for receiving the forms back: is it on a first come, first served basis? Or will you only send out the same amount of forms as there are team places, to avoid overbooking? Agree a procedure for keeping records of registered teams.
- ◆ Send out registration forms to local companies. Also ask friends to help with gaining teams.
- ◆ Decide who will lead the quiz. It is probably best that the organiser does not act as Quiz Master as that person will need to be available to see that everything runs smoothly. You could ask a friend, family member or perhaps someone who works at the venue. It is important that the Quiz Master speaks clearly and is not nervous when speaking in public.
- ◆ Obtain a set of quiz questions from one of the recommended websites or write your own (although this could take some time!)





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- ◆ Get the yellow round of quiz questions for CLDF! We have written a special yellow round of quiz questions for Big Yellow Friday. All the questions are based on a 'yellow' theme and can be downloaded from www.childliverdisease.org/bigyellowfriday. If you prefer we can also post or email you a copy of the questions. Don't worry – you can also have the answers too!

One Month Before

- ◆ Chase progress of the application forms. Monitor registration to keep a tally of numbers.
- ◆ Contact the local press/radio for publicity to help with numbers. Send a press release with information about the event: what it is, when and where it is happening, who is taking part, and why. John Orchard, Press and Communications Officer here at CLDF can help with this, and even send the press release on your behalf. Just call John on 0121 212 6015 or email communications@childliverdisease.org and ask!
- ◆ Contact CLDF and request items to decorate the venue. We can send you balloons and loan you a CLDF or Big Yellow Friday banner. We can also provide you with literature to have at the event along with posters and donation envelopes.
- ◆ Make sure that a microphone is available. Quiz nights can sometimes get quite noisy, especially if it is being held in a pub. A microphone will ensure that everyone can hear the quiz questions and no one gets annoyed!

2-3 Weeks Before

- ◆ Check venue table arrangements and how you would like to layout the room.
- ◆ Continue to check attendance expected.
- ◆ Contact your local newspaper. Can they cover the event? If you haven't already, send a press release with information about the event.
- ◆ Appoint a photographer to cover event.
- ◆ Do not forget to buy raffle tickets, if applicable.

On the Day

- ◆ Arrive early to arrange the tables at least 2 hours before.
- ◆ Hold a briefing session to ensure everyone knows what they are doing.
- ◆ Arrange float (if necessary for raffle), £20 should be enough - (10 x £1 coins and the rest in 50p, 20p, 10p, and 5p should be sufficient).
- ◆ Thank everyone for coming and mention where the money will be going to, if there's an appropriate time to make such an announcement. Not sure what to say? Give the fundraising team a call on 0121 212 6022 for advice.
- ◆ Explain how the quiz will work and explain when there will be breaks.
- ◆ It is worth taking your own camera on the day, as press may be unable to attend or not bring a photographer with them. Send a photo (a good quality, close up shot) to papers the day after the event with a press release. This kind of coverage won't help to bring participants but



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it will raise awareness about liver disease in children and the work of the Foundation – and the success of your event!

After the Event

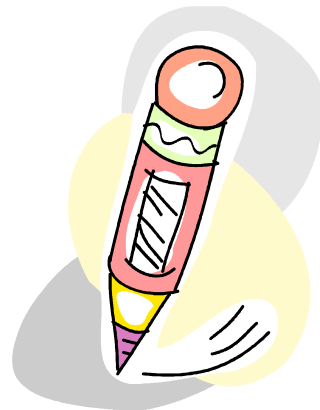
- ◆ Make time to write and thank everyone who helped in anyway with the event. It doesn't need to be an essay, but a thank you goes a long way. We also have Certificates of Gratitude available.
- ◆ Follow up any press coverage. Remember to ask for our help if you need it on 0121 212 6015.
- ◆ Send the money you have raised to CLDF. There are a number of ways to do this:
 - Send a cheque, postal order or CAF voucher (please do not send cash) made payable to CLDF to 36 Great Charles Street, Birmingham B3 3JY
 - Online at childliverdisease.org/bigyellowfriday. Please let CLDF know so we can thank you.
 - Take the money to your local branch of Bank of Scotland and pay into CLDF's account. Sort code: 12:05:65 Account number: 00181442. Please let us know that you have done this so we can thank you.
 - Call CLDF on 0121 212 3839 and pay using debit or credit card
- ◆ Upload your photos to Facebook. See childliverdisease.org/bigyellowfriday for more information. Alternatively, email your photos to byf@childliverdisease.org

Recommended Quiz Websites

Writing a quiz can be harder than you think and also very time consuming! If you don't have the time to write a full quiz, why not consider a quiz master? A quiz master will write your quiz for you, normally for a fee. You can legitimately claim this fee back out of the money raised from the Quiz Night.

Here is a list of places to find a quiz master:

www.quizquizquiz.co.uk www.quizknight.co.uk
www.pubsquiz.co.uk www.quickquizquestions.com
www.pubquizhelp.34sp.com
www.quiz-zone.co.uk
www.freequizzes.co.uk
www.quizsuppliers.com
www.justquizzes.co.uk



Thank you for supporting Big Yellow Friday!