



How to:

RUN A QUIZ NIGHT FUNDRAISER!



Run a quiz night fundraiser!

A quiz night is a fun social way to get people together and raise funds!

- 1 Book your quiz night.** Establish a date, time, and venue. Evenings work best for most people. Ensure you are planning for a day that does not clash with any major holidays or cultural events. Community venues or bars are a good place to host a quiz night. They may have a preexisting quiz that you can apply to host, where the proceeds are donated to the organisation that is hosting. (If you are hosting at a premises that serves alcohol, you must ensure your invitation, and any advertising says that the event is 18+). If you are hosting at a community centre, they may not allow alcohol or food. This will differ from place to place, so please double check beforehand. We have created a helpful email template below that you can use to book your venue.

Top Tip: If you are serving alcohol or you are hosting in a venue that serves alcohol, please ensure you drink responsibly and there is plenty of food and water available throughout the night.

- 2 Advertise your event.** You can use the poster templates below to promote your event. Put posters up in local public spaces like a library or campus (always ask for permission first) and print some out to hang around your venue. Make the most of your surrounding community – get friends, family and colleagues involved in spreading the word! Or if you would like to create your own, we request that you do not use the New Zealand Red Cross logo. If you would like more information on why there are rules around the use of the Red Cross emblem and our logo, please **visit the Red Cross website**.¹ You can also promote your quiz to your community online, you can do so by using our helpful social media post template below.



Downloadable resources and links are at the end of this toolkit

- 3 How will you fundraise on the quiz night?** Charge a registration fee and ask attendees to consider bringing a donation on the night. A raffle is also an excellent way to increase fundraising at a quiz night (check out the raffle toolkit for legal requirements).
- 4 Create and send out a registration form.** Email and invite your friends, whānau, and colleagues to attend your quiz night. When emailing your attendees ask them for their team contact information, team name and team members' names. You will need to decide if you accept individuals or only fully completed teams. Mention the quiz start time and location at the beginning of the email to remind them. If you are charging registration fees, ensure you include a section in your email with your bank account number or ask them to reply to you if they are bringing cash on the night.
- 5 Prepare your quiz questions.** You may need to create quiz questions. Some venues, such as local bars, may already have questions prepared for use. Keep your audience in mind and try not to make the questions too difficult or too easy. We recommend 5-8 categories and about 10 questions in each category. Some popular categories include sports, music, general knowledge, food, history, pop culture etc. Consider theming your questions for a bit of fun. Find some inspiration for quiz questions from the [Science of People website](#).²
- 6 Select a great quizmaster.** Make sure to have a confident quizmaster who is happy to read out the questions and squeeze in a few jokes for good measure! They should also be promoting your raffle fundraiser if you are holding one throughout the night.
- 7 Organise volunteers/your team for the day.** You will need a team of 4-5 people greeting guests at the door, serving food and drinks (if you are not hosting at a community venue or bar), playing music (if allowed), roaming the quiz floor, answering questions, collecting registration fees and donations, checking for cheating, selling raffle tickets, collecting quiz papers after each round, tallying scores and checking answers.
- 8 Gather prizes for the winning team.** Contact local businesses with the handy email template below. Think food hampers, useful gadgets, kitchen equipment, vouchers, experiences, etc. Approach local companies to ask for prize donations. Record who you approach for prizes and what they give, so you have a reference list if this event is held again. Don't forget to thank your prize donors, if you would like an email template for this please find one included in this toolkit.

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- 9 Organise your supplies and equipment.** You will need to organise chairs, tables, donation buckets, and hiring glassware. You will need different equipment based on where you are hosting. Please find a helpful checklist of all the equipment you will need below.
- 10 Read the health and safety guide.** Ensure your area is safe using the handy health and safety guide included in this toolkit. Everyone who will be handling food and serving it to the public will also need to read the food health and safety rules included below and follow safe hygiene practices.
- 11 Set up.** Arrive early and set up donation containers, decorations, tables, and chairs as needed and any decorations you may have if this is a themed event. Greet guests as they arrive, collect entry fees and donations, and have fun!
- 12 At the end of the event.** Please leave the premises/ location clean and tidy. Count your funds, thank your team, and celebrate your successful quiz night fundraiser!

Equipment:

- | | |
|--|--|
| <input checked="" type="checkbox"/> Tables to seat 6 x 6 | <input checked="" type="checkbox"/> Printed posters |
| <input checked="" type="checkbox"/> Chairs x 36 | <input checked="" type="checkbox"/> Pens |
| <input checked="" type="checkbox"/> Donation container/ box or anything to hold money in with a lid | <input checked="" type="checkbox"/> Paper |
| <input checked="" type="checkbox"/> Decorations if themed - balloons, streamers, fun hats, table settings | <input checked="" type="checkbox"/> Whiteboard for scores |
| <input checked="" type="checkbox"/> Raffle tickets and prizes – if doing a raffle on the night of the quiz | <input checked="" type="checkbox"/> Whiteboard markers |
| | <input checked="" type="checkbox"/> A few printed copies of the quiz questions and answers |
| | <input checked="" type="checkbox"/> Microphone |

Ministry for Primary Industries fundraising food health and safety³

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 1: BOOKING A VENUE

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

My name is **[Your name]**. I am writing to you today to ask about availability and cost to book your bar/community centre/entertainment space for a charity quiz night we would like to host on **[Date]**. We are fundraising to support the humanitarian work that New Zealand Red Cross does here in Aotearoa New Zealand and overseas.

[We will also be hosting a raffle throughout the night....]

[Use raffle prizes email template below to get prizes for on the night]

The money we raise will go towards:

- Training and equipping Disaster Welfare and Support Teams, ensuring they are ready to respond across the country to help communities affected by emergency or emergency.
- Delivering over 700,000 nutritious meals a year to elderly and vulnerable members of our communities.
- Deploying highly skilled International Delegates to work in areas of conflict and emergency around the world.
- Giving a warm Kiwi welcome to former refugees and help them settle into their new life here in Aotearoa New Zealand.

I look forward to hearing from you!

[Sign off]

Send 🗑️ ▼

Download this template here:

redcross.org.nz/toolkit-templates⁴

Downloadable resources and links are at the end of this toolkit

EMAIL TEMPLATE 2: GATHERING PRIZES

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

My name is **[Name]**. I am writing today to ask if **[Business name]** would consider donating a prize for our local raffle fundraiser. We are hoping to confirm all prizes by **[Date]** and the raffle will be drawn on **[Date]**. We are fundraising to support the humanitarian work that New Zealand Red Cross does here in Aotearoa New Zealand and overseas.

The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates. We do hope it will be possible for you to donate an item for our raffle – we would appreciate your support.

Thank you for your consideration.

[Sign off]

Send 🗑️ ▼

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EMAIL TEMPLATE 3: THANKING SPONSORS

This template is a guide, please feel free to adjust it to suit your purposes.

New Message — ↗ X

To

Subject

Kia ora **[Name]**,

I am reaching out to you to thank you for your generous donation for our quiz night fundraiser for New Zealand Red Cross. Because of people like you, we can continue to raise vital funds for those in need in our communities and around the world. The work New Zealand Red Cross does would not be possible without fundraising and you have helped to make our event a huge success.

We were able to raise a total of **[\$ amount]**. This money will help to provide critical support in times of emergency, deliver warm meals for those who struggle to cook for themselves and support refugee families as they settle into their new lives in New Zealand.

Thank you again for the kindness you have shown and your support for a very worthy cause.

[Sign off]

Send 🗑️ ▼

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SOCIAL MEDIA POST TEMPLATE: LONG VERSION

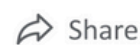
This template is a guide, please feel free to adjust it to suit your purposes.



Are you a general knowledge master? Do you love to put your knowledge to the test? Well, **[Date of event]** is your lucky day because we are hosting a charity quiz night at **[Location name]** from **[Time]**. Register a team with your friends and family for a night of fun, laughter, prizes and help us raise vital funds for those most vulnerable in our communities. The money we raise will go towards ensuring New Zealand Red Cross can continue to deliver life changing programmes. New Zealand Red Cross delivers over 700,000 Meals on Wheels each year, supports former refugee families as they settle into their new home, and trains and deploys domestic Disaster Welfare and Support Teams and International Delegates.



comments shares



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redcross.org.nz/toolkit-templates ⁴

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SOCIAL MEDIA POST TEMPLATE: SHORTER VERSION

This template is a guide, please feel free to adjust it to suit your purposes.



Are you a general knowledge master? Well, **[Date of event]** is your lucky day because we are hosting a charity quiz night at **[Location name]** from **[Time]** to support New Zealand Red Cross. Register a team with your friends and family for a night of fun, laughter, prizes and help us raise vital funds for those most vulnerable in our communities.

OR

[Who is holding the fundraiser]

[Why?]

[Where?]

[Who would you like to come?]



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redcross.org.nz/toolkit-templates ⁴

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QUIZ NIGHT HEALTH & SAFETY

Keep the health and safety of yourself and others in mind throughout this activity. The best time to do this is while planning the event. Keeping privacy in mind, check whether there are any pre-existing conditions for team members that need some preparation or awareness, for example, asthma. Talk with the other volunteers about the things that could cause harm, and what steps you'll take to keep people safe.

1 Think about potential sources of harm, such as:

- Tripping and slipping hazards
WorkSafe guidance on managing slips, trips and falls⁵
- Sharp objects
- Lifting/transporting heavy or awkward items
WorkSafe guidance on lifting, carrying, pushing and pulling⁶
- Vehicle movements (e.g. if in a carpark)
- The environment - heat, cold, sun or rain
WorkSafe guidance on temperature at work⁷
- Emergency situations such as extreme weather, a fire, earthquake or a medical emergency. Do you know where your evacuation area is, where to find first aid equipment and where the closest fire extinguishers are located?
- Injuries and illnesses – it's good practice to have a first aid kit on hand.
WorkSafe also has comprehensive guidance on managing risks at events⁸

2 Dealing with abuse or aggression from the public

Very rarely, volunteers carrying out fundraising activities may experience negative behaviour from members of the public. If you experience this type of situation:

- Keep your own safety front of mind. You should immediately leave the activity and seek assistance from others if you feel unsafe at any point.
- If fearful for your or others safety, ask someone else to call the police - either **111** if the behaviour is **currently happening**, or **105** to report it **after the fact**.
- Direct any specific questions or challenges about New Zealand Red Cross to the website and let the person know there is lots of information there. You can say you are just fundraising for New Zealand Red Cross and that you do not have all the information they're after.

Downloadable resources and links are at the end of this toolkit

- Wherever possible, try to always have at least two volunteers on duty at your activity.

3 Hygiene and food safety

- There are strict health and safety rules for holding a fundraiser and handling/ serving food to the public. Learn more about Food Health and Safety
- **Ministry for Primary Industries guidance on fundraising, community, and social event food safety.**⁹
- When handling food, you will need to wear gloves and always use hand sanitiser where you cannot wash your hands. Make sure all surfaces are sanitised and wiped down before and after the event. Food will need to be in a fridge to be kept at an optimal temperature the entire day, when not out on tables. Even when on tables be conscious how long food has been out for. Ensure food is labelled and dietary information is clearly marked. Allergies are common, so you will need to ensure there is no cross contamination, and use different tongs, gloves and serving platters. Read more information about **food allergies and intolerances**¹⁰ from the Ministry for Primary Industries.

4 Familiarise yourself with the Food Act

You do not need to register under the Food Act if you are selling food:

- To fundraise less than 20 times a year
- Once in a calendar year at an event like a local fair
- Provided by members of sports or social clubs – where food is not the event's purpose.

5 Money handling

- When swapping shifts with other volunteers, please ensure they are aware of where the money is. Someone will need to always watch the collection bucket.
- When handling/ counting money ensure you do it in a non-crowded area with a buddy.
- When traveling with money ensure it is in an opaque non-identifiable bag and preferably travel with a buddy to deposit it.

Downloadable resources and links are at the end of this toolkit



QUIZ NIGHT FUNDRAISER

Date:

Time:

Place:

Download Poster Template here:

redcross.org.nz/toolkit-templates⁴

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All proceeds go to New Zealand Red Cross
in its mission to help improve the lives of vulnerable
people here in Aotearoa New Zealand and overseas.

LINKS AND RESOURCES

- 1 <https://www.redcross.org.nz/aboutus/what-we-stand-for/red-cross-emblems/>
- 2 <https://www.scienceofpeople.com/trivia-questions/>
- 3 <https://www.mpi.govt.nz/food-business/starting-a-food-business/exemptions-from-the-food-act/fundraising-and-community-event-food-safety-rules/>
- 4 <https://www.redcross.org.nz/get-involved/fundraise/planning-your-fundraising-event/fundraising-toolkit-templates>
- 5 <https://www.worksafe.govt.nz/topic-and-industry/slips-trips-falls/>
- 6 <https://www.worksafe.govt.nz/topic-and-industry/manual-handling/lifting-carrying-pushing-and-pulling-whats-the-problem/>
- 7 <https://www.worksafe.govt.nz/topic-and-industry/temperature-at-work/>
- 8 <https://www.worksafe.govt.nz/topic-and-industry/event-management/managing-risks-at-events/>
- 9 <https://www.mpi.govt.nz/food-safety-home/fundraising-community-and-social-event-food-safety/>
- 10 <https://www.mpi.govt.nz/food-safety-home/food-allergies-intolerances/>