



YOUR GUIDE

TO HOSTING A

BIG TRIVIA

EVENT





HOW TO HOST A BIG TRIVIA EVENT

10 STEP GUIDE

HOSTING A TRIVIA EVENT IS A FUN WAY TO RAISE MONEY FOR BRAIN RESEARCH. CHECK OUT OUR IDEAS FOR HOW TO MAKE YOUR BIG TRIVIA A BIG SUCCESS.

Step 1: Make a plan

Think about the sort of event you want to create. There are so many options, from a night in your backyard with family and friends to a community event in your local hall or pub. Decide on the time and date.

One of the best ways to run a fundraising trivia event is to create numerous teams of the same size. Groups can sign up as a whole team, while others – individuals or couples – can be allocated to a team by you. That way, each team has the same number of brains contributing to the answers.

Step 2: Find a venue

Many pubs or other commercially-run spaces are happy to provide free room hire and set-up to charity groups. In fact, many welcome you bringing in people who will buy drinks and food from them. You can also check availability of rooms and spaces from your local council. When deciding on your venue, consider the convenience for your guests. Is it accessible by public transport? Is there parking? You can even invite the venue to donate to the event, with free meal vouchers or other giveaways.



Step 3: Organise your fundraising

Set up your online fundraising page. It's easy, and provides a simple way for your guests to make donations online. We recommend you charge your guests a fundraising amount per head. Set an amount that you think is reasonable and affordable. Most people are happy to donate \$20 to charity in exchange for a fun night of trivia. You can collect your fundraising money on the night, or ask people to donate online in advance.

When you sign up as a host on BigTrivia.org.au, you will automatically be invited to create a fundraising page through our fundraising partner site, MyCause. This will take you through the steps to register your event, set your fundraising target, customise your page and invite your friends.

Step 4: Draw a crowd

Invite anyone and everyone to join in your event. Use social media, word-of-mouth, sms and email to let your friends, family and colleagues know about your trivia night. Make sure you include the reasons you're running the event and that the money will support Brain Foundation research. Consider setting up an event on Facebook, as this is a great way to spread the word. Also let your contacts know they can bring their friends too. You might be surprised by the people who become your biggest supporters. People can be generous, and might attend with an entire team of people that they reeled in.

Step 5: Create your questions

We have a set of questions we will send you via email. You can use these, write your own, or do a combination of both. Most trivia nights do two or three rounds of about twenty questions per round. Try to find the right balance between stimulating your guests and not tiring them out with too many rounds. Consider adding some bonus rounds, or activities to spice things up, like a round of Heads and Tails. (See our ideas.) Make sure you have answer sheets for teams to write their responses. Visit bigtrivia.org.au to download a template. Also decide how many points each question is worth, and how you will score. For example, will you give half points for partially correct answers?

Five venue ideas: where to host your Big Trivia?

- 1. Home:** Get your friends, family and neighbours together and test your brain power.
- 2. At work:** Bring the whole office together for a good time and a good cause. Have departments compete against each other, or encourage everyone to form their own teams and break out of their silos. You can even ask the company to match what you raise with a tax-deductible donation.
- 3. At school:** Get the whole class involved. We have trivia questions for ages seven and up.
- 4. The pub:** Most pubs are happy to accommodate for functions like trivia nights. They might even support you by offering giveaways or helping to promote your event.
- 5. Community centre:** Anywhere people come together is perfect for Big Trivia. It's a great opportunity to raise money and talk about issues that affect your community.

Step 6: Find an MC

Do you have a friend or relative who is a natural entertainer? Find someone to ask the questions – or do it yourself if you have the inclination. The MC makes a big difference to the night, so ensure the person is upbeat, fun and confident. Make sure you brief your MC so they know their role, and the rules. Be close by to guide your MC and help with any issues that arise.

Step 7: Source prizes

Consider providing prizes. Invite local businesses to donate products or services, such as a massage voucher, dinner for two or a four-week gym pass. Businesses are often willing to support charities and causes, especially if you acknowledge their generosity or help secure them a new customer.

Step 8: Create an agenda

Work out a rough schedule for your event, so it doesn't go on too long. Include: arrival time, start time for each round, time for breaks, and finish time. Allow several minutes for each question, so people have time to debate and decide on their answers. Also give people a short break between rounds. Visit bigtrivia.org.au to download a sample agenda.

Step 9: Have fun

Remember to stay cool. Keep focused on the big picture. Your event is about making a contribution to brain research. Try not to get caught up worrying about minor details that don't go to plan. Have fun, and your positive energy will radiate ensuring everyone enjoys your Big Trivia event.

Step 10: Follow up

Thank your guests for coming and let them know how much money you have collectively raised. Also get in touch with any businesses or sponsors who have supported you to let them know the outcome. Bank any cash you raised at your event. You can also do one last promotion of your fundraising page on social media, inviting any last-minute donations. Often people intend to donate, but forget or don't get around to it, so it's good to give these stragglers one last chance to support your campaign.



Fundraising ideas

- **Entry ticket price:** charge a set amount per person.
- **Silent auction:** invite your guests to bid for any donated prizes on offer.
- **Raffles:** sell tickets to win donated prizes.
- **Auctions:** make it more interesting by a live auction.
- **Sponsorship:** invite local businesses or your employer to donate funds, sponsor a table or round or do dollar-for-dollar matching.
- **Buy trivia points or clues:** Let your guests pay for an extra point or buy a clue. Get creative. But keep it in check, as you want the trivia night to be fun for people who can't afford to buy lots of extra points.

HOT TIPS

Make a to-do list, so that you are organised and don't forget anything.

Invite your guests early so it's in their diaries.

Consider having a theme, such as sport, literature, film or music. You can incorporate the theme anyway you like, such as tailoring your questions, inviting guests to dress up or decorating your space.

Do your sums. Set your fundraising goal. You can base your goal on the number of guests times the average expected donation. We have suggested \$20 per participant, but you can choose a different amount.

Allow your guests to sign up as individuals or as a whole or partial team. Individuals will need to be assigned to a team.

At your Big Trivia event, **share your story** or experience of how brain disorders have impacted your life, or consider inviting a guest speaker.

Provide plenty of opportunities for guests to donate money at your event, with raffles or 'buying clues'.

Use our resources. Check out BigTrivia.org.au for posters, invitations and more that you can download and print.

Start your planning early.

IDEAS FOR FUN ROUNDS

Inject a burst of energy into your Big Trivia with some bonus rounds.

- **Heads And Tails:** This pub trivia classic asks guests to stand and put their hands on their heads or 'tails'. The MC flips a coin, and those who have guessed correctly stay standing. Last person standing wins. This also works well with true or false questions.

- **Name That Tune:** This is one we borrowed off Spicks and Specks. If you know someone with a great voice, they can sing the words to a chosen book using a famous tune. The first guest to pick the correct tune wins.

- **Who Am I:** Read the biography of a famous person, and the first team to name the famous person wins extra points. Think of the Fantail wrapper.

- **What's the year:** Give clues at the end of each round to events of a particular year. Teams who guess the year correctly in the first round gain 10 points, decreasing by one point each round to zero points as the clues get easier.

- **Famous faces:** In between rounds, keep teams busy working out who are the 12 famous faces pictured on a sheet of paper. It's not as easy as it sounds!





CHECK LIST

Before your Big Trivia event:

- Decide on the date and time
- Set up your fundraising page
- Book a venue
- Send out invitations
- Organise questions (or use ours)
- Print answer sheets
- Organise any logistics, such as tables, chairs, PA system, pens
- Source prizes
- Organise an MC -- or do it yourself
- Organise any decorations, including your free Brain Foundation banner
- Organise any food and drink
- Confirm teams
- Organise a whiteboard or piece of cardboard to write up team scores.
- Follow Brain Foundation on Facebook for Big Trivia updates

On the day:

- Set up space: tables, chairs, PA system, answer sheets, and pens
- Decorate with your own and Big Trivia materials
- Ensure all people are allocated to teams
- Print out team lists, allocate teams to tables and put up this info at your venue where people will see it
- Take a box or bag to collect fundraising money
- Make sure you have copies of the questions and answers
- Confirm your MC will arrive on time
- Thank everyone for attending and remind them what they're supporting and why you're hosting a Big Trivia

After your Big Trivia event:

- Message your guests to thank them for attending. Let them know how much money you collectively raised.
- Bank your fundraising money and make your payment via cash, cheque or credit card to the Brain Foundation.