



# How to hold a quiz night for Children Change Colombia

Organising a quiz night is a great way of raising money for Children Change Colombia.

It is sociable, fun and everyone always learns something new!

It is pretty straightforward to organise too, especially if you already have a list of questions at your disposal. We have researched websites with ready-made questions from which you can pick and choose at leisure. Ask around among your friends and colleagues too. There will probably be someone who knows someone who has run a quiz somewhere!

## The Questions!

Of course the questions are the essential part of your evening. To prevent a last-minute panic it's best to find them early on so you can concentrate on the practical side of the event as the day draws closer. Check out these websites for ready-made questions:

- [www.quiz-zone.co.uk](http://www.quiz-zone.co.uk)
- [www.freequizzes.co.uk](http://www.freequizzes.co.uk)

Alternatively, ask among your friends. It is very possible a friend of a friend will have organised a similar event and have questions they can lend you. It would be great to include a few questions on Children Change Colombia and Colombia such as:

**What date do the people of Colombia celebrate Independence Day?** July 20th

**What colours are on the Colombian flag?**  
Yellow, blue and red

**With which countries does Colombia share borders?**  
Ecuador, Panama, Brazil, Venezuela and Peru.



## Initial planning

Decide approximately how many people you want to come. It's good to be optimistic, but don't be over ambitious.

Choose your venue carefully. Make sure it can be easily reached by the people you want to come.

Try to get the venue for free. If not, try to negotiate a good charge.

Does your venue need a licence? Check this out in advance as applying for one can take time.

Make sure you have a network of friends who are willing to help you organise the quiz, both the planning and on the night itself.

Divide the questions into topic-related rounds e.g. Geography, Music, History, T.V., etc. This gives people a chance to have a rest, get to the bar, donate more money, buy raffle tickets and makes the whole event a more sociable occasion.

Aim to make the quiz about two hours long, with breaks perhaps for a buffet supper or raffle, or just a drinks top-up.

Remember to allow the teams a bit of thinking and conferring time- at least two minutes for each question.



To discuss how you can fundraise for Children Change Colombia, contact us on:

t 020 7549 0225 e [info@childrenchange colombia.org](mailto:info@childrenchange colombia.org)  
w [www.childrenchange colombia.org](http://www.childrenchange colombia.org)

Development House, 56-64 Leonard Street, London EC2A 4LT  
Children Change Colombia is a UK registered Charity, No. 1075037



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## Your venue

The most common venues for a quiz night are pubs, community and church halls. If you decide on a pub, make sure they have set aside a large enough area for you and your guests, with a good audio system so that everyone can hear the questions clearly.

If you can, why not try to negotiate a deal with the venue to help raise funds for Children Change Colombia. You could charge an entry fee which could be donated to Children Change Colombia, or the venue could donate a percentage of its sales on the night.

Alternatively, if there are no constraints, why not gather together willing cooks to provide a buffet or set meal? In this way, all the proceeds will go to Children Change Colombia.

Remember you will probably need technical equipment, so check whether the venue provides this.

## Getting Publicity

Posters are a great way to publicise an event so put loads of them up around your local area. Let your family, friends and colleagues know about your quiz and tell them to spread the word.

Send a press release to a local newspaper. Have a look at our "Getting media coverage" leaflet for some guidance. If you have any questions, please do contact us.

## Entrance Charge

Think about this carefully. It is important not to overprice the tickets, but at the same time, you need to cover your costs and raise as much as possible for Children Change Colombia!

Decide whether you are going to charge people individually or per team.

## On the Night

Make sure you have plenty of visible collection buckets for people to donate their loose change.

Contact us for posters to put on display, newsletters and leaflets to hand out. This is a great opportunity for you to promote our work and help us reach out to new supporters.



If you can, hold a raffle, as they are always popular.

Explain the rules of the quiz clearly. Let people know how they can play their joker. People can get very competitive!

## Tell us how it went!

Please give us a call, e-mail us photos or write us a short article on your event. Contact your local newspaper too, giving them details on how much you raised.

Thank all those who helped you out, friends, the venue, people who came and do let them know how much you all raised!

Last, but not least, take a well-earned rest and congratulate yourself on your achievement!

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