

How to Run a



Lionel Hartley, PhD

How to Run a Trivia Night

By Lionel D C Hartley, PhD

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How to Run a Trivia Night

Lionel Hartley, PhD

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Purpose

The purpose of this publication is to provide a free resource for running your own Trivia Night Fundraiser either for yourselves or for a charity of your own choosing.

Various printable resources have been included to assist in your program.

Remember this is a Fun Raiser Fund Raiser so have fun!

“The word ‘*trivia*’ comes from the Latin expression ‘*tri via*’, ‘*tri*’ meaning ‘*three*’ and ‘*via*’ meaning a ‘*road*’. It referred specifically to what we may

now-a-days call a three-way intersection or ‘y’-convergence. In times past, people would pause at such crossroads to exchange small talk. Eventually the small talk itself became known as trivia.” -

— Lionel Hartley, *Quidquid latine dictum sit, altum videtur*, FirstChance Publishing, London, 2000, p79.

Running a Trivia Night

A trivia quiz night is a popular way of raising money whilst having fun with family and friends.

Evenings such as this are great events for families because trivia games are friendly competitions based on skill not on chance, and therefore trivia nights ought to involve no gambling.

These events can also attract people who may otherwise not know about who we are.

Extra money can be raised by

providing food and refreshments, whilst promoting your cause to all those who attend.

Two basic ingredients for a successful quiz night are good organisation and great questions.

Planning and Preparation

Book a date and a venue which can accommodate everybody.

Set the price of the ticket; will this include food and drink?

Who will you invite? Decide who your audience is.

Do you want to include families?

How many tickets will you need to sell to make the event viable?

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Making the Event Viable

Equation for raising money from this event:

PROFIT = [(entrance fee per team x number of teams) - expenses] + other income from the evening

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Other Considerations

Do you want to have a theme? e.g. Valentine's Day, Easter, Halloween, Christmas, Mother's/Father's Day?

Think about how you will publicise your quiz night - you could send a letter round to your members, friends, family; use local newsletters, noticeboards, send an email around; see whether you could get a mention on local radio or amongst local community groups.

Recruit volunteers to help run the event. You will need a quiz master, scorers, a catering team if you are

providing food.

Prepare questions to suit your audience. Email us (admin@lrhartley.com) if you need to help with questions.

What Equipment Will You Need?

Will you need to hire a PA system or does the venue have one in place?

Ensure you have adequate supplies of pens/pencils/paper/answer sheets (Printable downloads are available in this book (See appendices)

Decide upon the rules of the quiz in advance, so as to head off any disputes on the night. A sample set is listed below.

Will you be running any other fundraising activities on the night to

maximise your profit? An auction could easily be included in this type of event - in which case, you will need to obtain saleable items (e.g. cakes) in advance.

Will you be asking for donations on the night?

Do you have any publicity material about your group that you could display at the venue, or could someone give a short presentation about your charity/group?

Draw up a timetable for the evening to share amongst the organising team.

Running the Event

Run through your equipment list the day before to check all is in order.

Arrive in good time to set up, particularly if you will be organising food.

Assign helpers to guide people into their teams as they arrive.

Begin the event by reminding people of the cause you are fundraising for and run through the rules.

Begin the questions, allow a break to serve food and to run any additional events, such as an auction.

Once the scoring is finished, announce the winners, and if appropriate, award prizes.

Thank everyone for participating.

Before the end of the evening, invite people to make a donation, reminding them again of the good cause, and any forthcoming events you are organising.

Ensure that someone is taking photos of the event for posterity and to publicise on your (or our) website or in your newsletter.

After the Event

Thank all your volunteer helpers and anyone who contributed prizes or sponsorship or goods/services in kind.

Count up and bank all monies raised.

Write up the event and publicise with some photos in the local press, your newsletter and on your website or ours.

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Rules:

There will be as many trivia rounds as time will allow with 10 questions for each round.

Each team should designate a “recorder” to write down the team's answers. (There will be a team packet on your table when you arrive)

The MC will read each question twice. The teams will have 30 seconds to brainstorm together and select the best answer for the question.

The team recorder will write down the team's answer on the

corresponding answer sheet. At the end of each round, each team will have an additional 60 seconds to answer any questions that may not have been answered during the round.

After each round the MC will announce the correct answer to each question and the team recorder will mark the answers. Honesty is paramount! The total number of correct answers is your team's score for that round. A scoreboard will be displayed to show the current team accumulated rankings after each round.

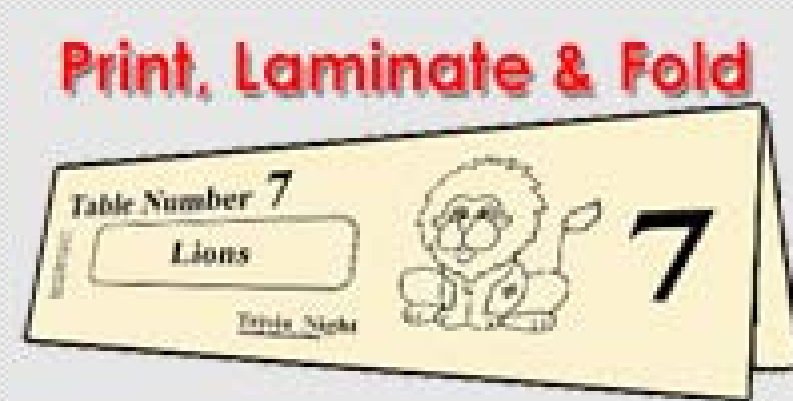
After the final round, all final scores will be tallied and the winning team acknowledged.

NO mobile phones or electronic

devices of any kind may be used during the game. If a team is found to be using such a device, that team will be disqualified. There will be a container on each table to hold your phones during the game.

Resources for your event are included in this book as appendices

Appendix 1: Printable Table Placards for up to 12 tables



1



Rabbits

Table Number 1

Table Number 1

Rabbits



1

2



Bulldogs

Table Number 2

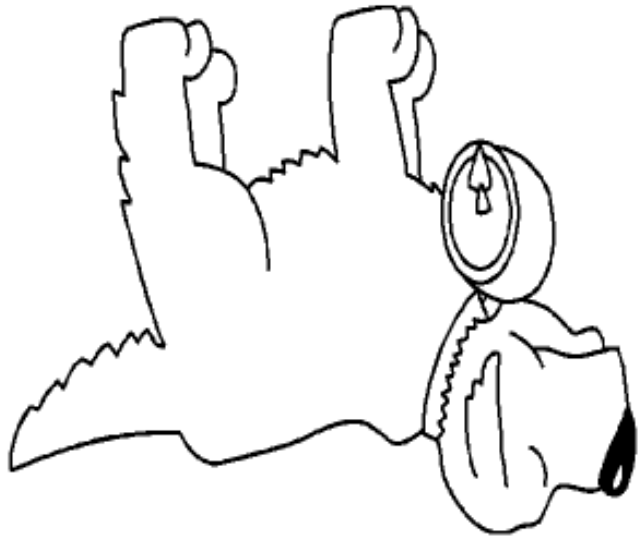
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Bulldogs



2

3

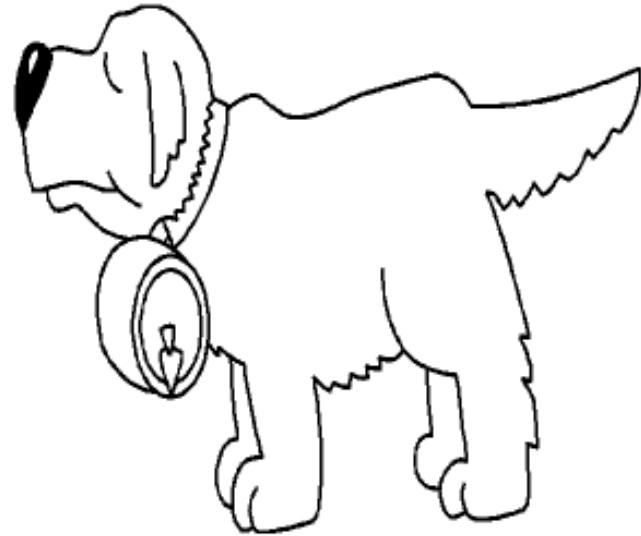


St Bernards

Table Number 3

Table Number 3

St Bernards



3

4



Donkeys

Table Number 4

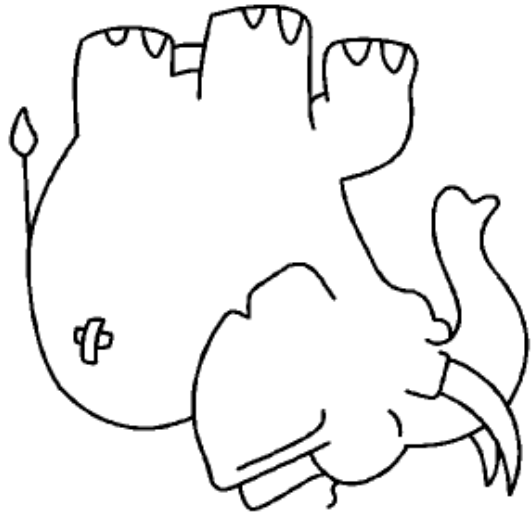
Table Number 4

Donkeys



4

5



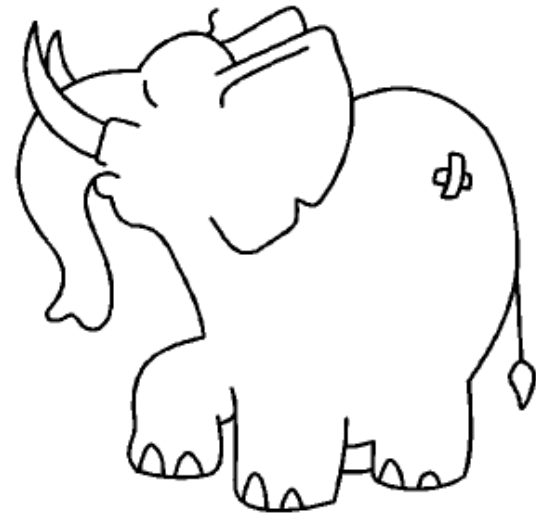
Trivia Night
www.lrhartley.com/trivia

Elephants

Table Number 5

Table Number 5

Elephants



5

Trivia Night
www.lrhartley.com/trivia

9

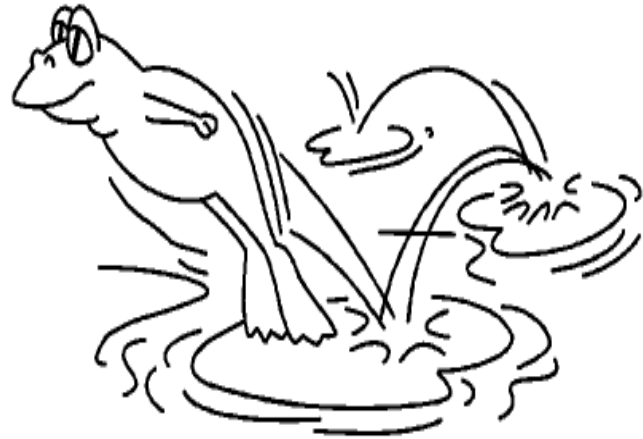


Frogs

Table Number 6

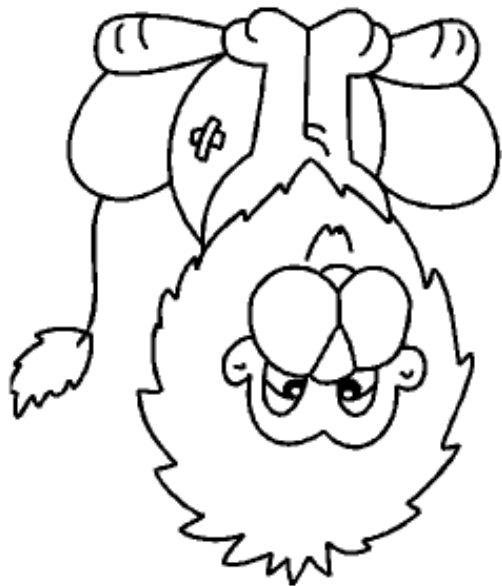
Table Number 6

Frogs



6

L



Lions

Table Number 7

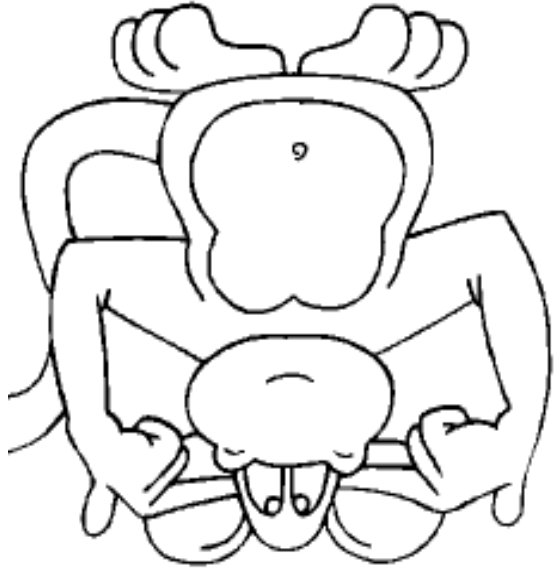
Table Number 7

Lions



7

8



Trivia Night
www.lrhartley.com/trivia

Monkeys

Table Number 8

Table Number 8

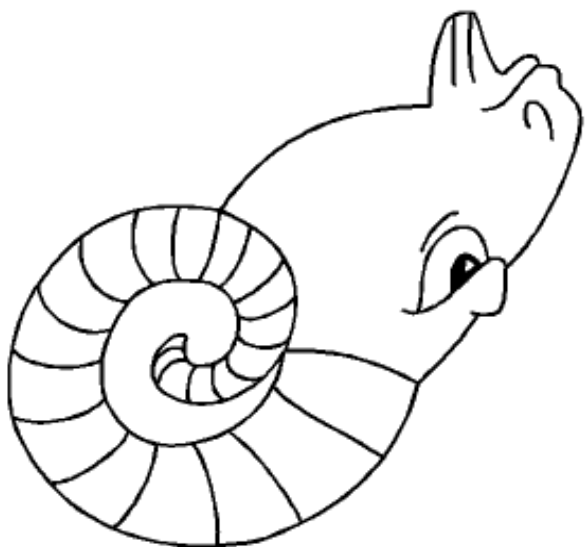
Monkeys



8

Trivia Night
www.lrhartley.com/trivia

6



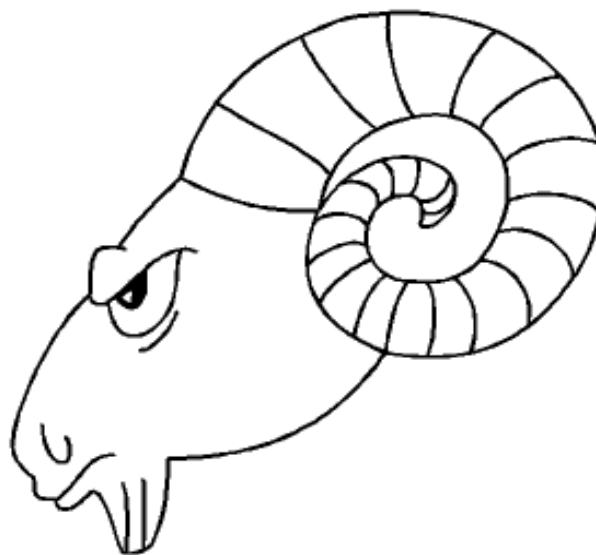
Trivia Night
www.lrhartley.com/trivia

Rams

Table Number 9

Table Number 9

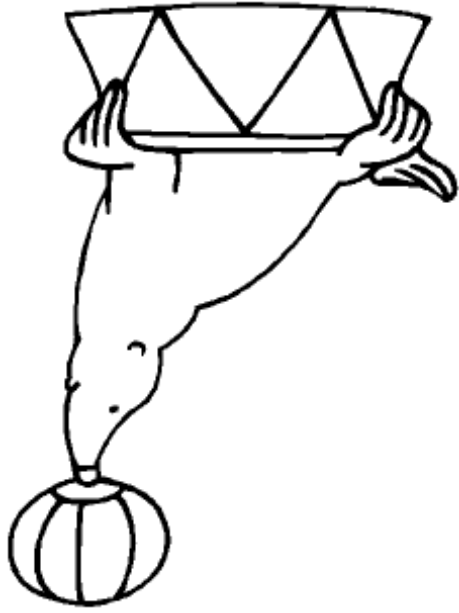
Rams



9

Trivia Night
www.lrhartley.com/trivia

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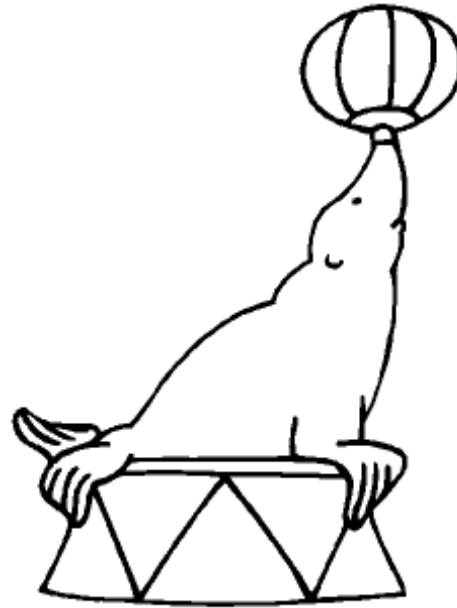
Trivia Night
www.lrhartley.com/trivia

Seals

Table Number 10

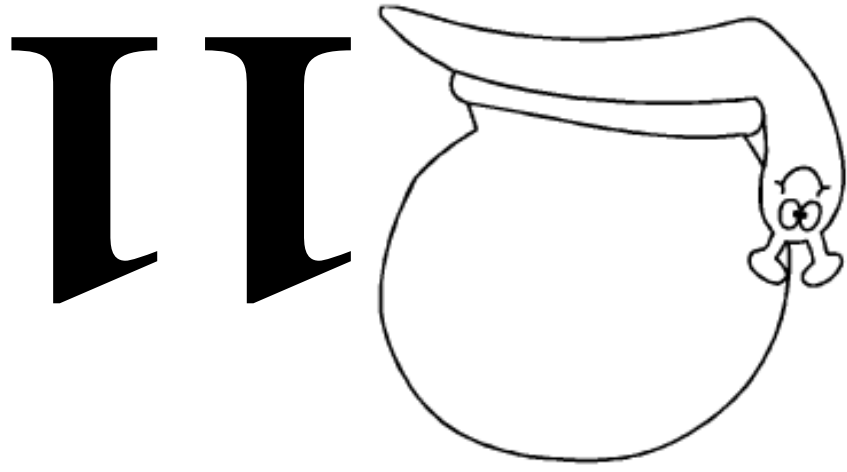
Table Number 10

Seals



10

Trivia Night
www.lrhartley.com/trivia

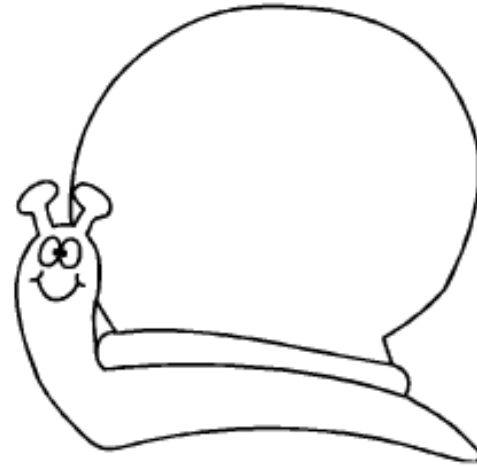


Snails

Table Number 11

Table Number 11

Snails



11

12



Trivia Night
www.lrhartley.com/trivia

Vultures

Table Number 12

Table Number 12

Vultures



12

Trivia Night
www.lrhartley.com/trivia

Appendix 2: Printable Welcome sign - A3 landscape size



WELCOME

TRIVIA
NIGHT



Please leave all
mobile devices
in the box on your table

welcome

TRIVIA
NIGHT



Please leave all
mobile devices
in the box on your table

Appendix 4: Printable box for mobile devices



Leave Mobile Devices Here

Cut along this line

Cut along this line

Trivia Night
www.lrhartley.com/trivia

Trivia Night
www.lrhartley.com/trivia

Free printable downloaded from
www.lrhartley.com/trivia



Cut along this line

Cut along this line

Fold along all
dotted lines
Cut along solid lines
Fold in flaps and
staple to make box

Leave all Mobile Devices Here

Appendix 5: Printable Team Pack (Booklet)



Trivia Night

Team Pack

Table Number

Team Recorder: _____

Trivia Night Rules and Regulations

There will be as many trivia rounds (up to 12) as time will allow with 10 questions for each round.

Each team should designate a “recorder” to write down the team’s answers.

The MC will read each question twice. Teams will have 30 seconds to brainstorm together and select the best answer for the question.

The team recorder will write down the team’s answer on the corresponding answer page. At the end of each round, each team will have an additional 60 seconds to answer any questions that may not have been answered during the round. Missed questions will *not* be read out again during this bonus time.

After each round the Quizmaster will announce the correct answer to each question and the team recorder will mark the answers. Honesty is paramount! The total number of correct answers is your team’s score for that round.

A scoreboard will be displayed to show the current team rankings after each round.

After the final round, all final scores will be tallied and the winning team acknowledged.

NO mobile ’phones or electronic devices of any kind may be used during the game. If a team is found to be using such a device, that team will be disqualified. There will be a container on each table to hold ’phones during the game.

If mulligans are used, then additional mulligan rules will apply.

Free printable downloaded from
www.lrhartley.com/trivia



Round 12

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 120
-----------	--	--------------------------	---------------------------

Round 1

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Score for this Round

10		<u> </u> 10
-----------	--	--------------------------

Round 2

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 20
-----------	--	--------------------------	--------------------------

Round 11

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 110
-----------	--	--------------------------	---------------------------

Round 10

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 100
-----------	--	--------------------------	---------------------------

Round 3

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 30
-----------	--	--------------------------	--------------------------

Round 4

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 40
-----------	--	--------------------------	--------------------------

Round 9

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 90
-----------	--	--------------------------	--------------------------

Round 8

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 80
-----------	--	--------------------------	--------------------------

Round 5

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 50
-----------	--	--------------------------	--------------------------

Round 6

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 60
-----------	--	--------------------------	--------------------------

Round 7

Answers

Score

Scribble panel

1	
2	
3	
4	
5	
6	
7	
8	
9	

Round Score Accumulated Score

10		<u> </u> 10	<u> </u> 70
-----------	--	--------------------------	--------------------------

Appendix 6: Suggested layout for scoreboard using these printable signs

A grid for a trivia scoreboard. The columns are labeled 'Round 1' through '12' and 'Total'. The rows are labeled '1' through '12'. Each cell in the grid is empty, representing a space for a team's score in a specific round.

	Round 1	2	3	4	5	6	7	8	9	10	11	12	Total
1													
2													
3													
4													
5													
6													
7													
8													
9													
10													
11													
12													

See next page...

Appendix 7: Printable signs for scoreboard

These are to be printed, laminated and cut-out. They can then be stuck in a column to the left-hand side of a blackboard with BluTack® or adhesive tape or to a whiteboard with magnets on the back of the laminated cards.

Table Number

1

Rabbits

Trivia Night

www.lrhartley.com/trivia



Table Number

2

Bulldogs

Trivia Night

www.lrhartley.com/trivia



Table Number

3

St Bernards

Trivia Night

www.lrhartley.com/trivia

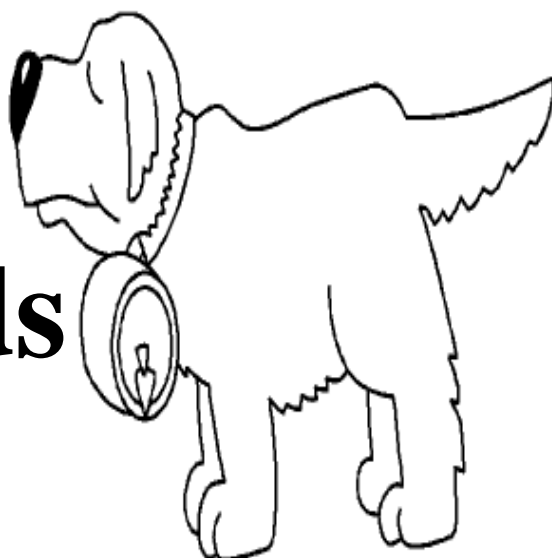


Table Number

4 Donkeys

Trivia Night
www.lrhartley.com/trivia



Table Number

5 Elephants

Trivia Night
www.lrhartley.com/trivia

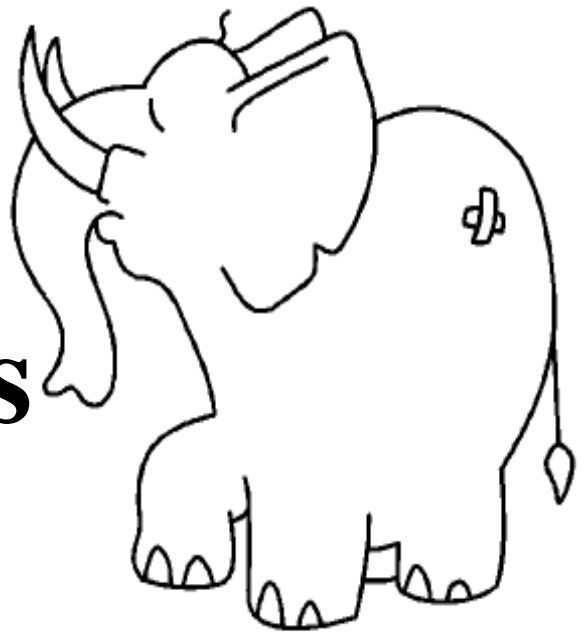


Table Number

6 Frogs

Trivia Night
www.lrhartley.com/trivia



Table Number

7

Lions

Trivia Night
www.lrhartley.com/trivia



Table Number

8

Monkeys

Trivia Night
www.lrhartley.com/trivia



Table Number

9

Rams

Trivia Night
www.lrhartley.com/trivia



Table Number

10

Seals

Trivia Night

www.lrhartley.com/trivia



Table Number

11

Snails

Trivia Night

www.lrhartley.com/trivia

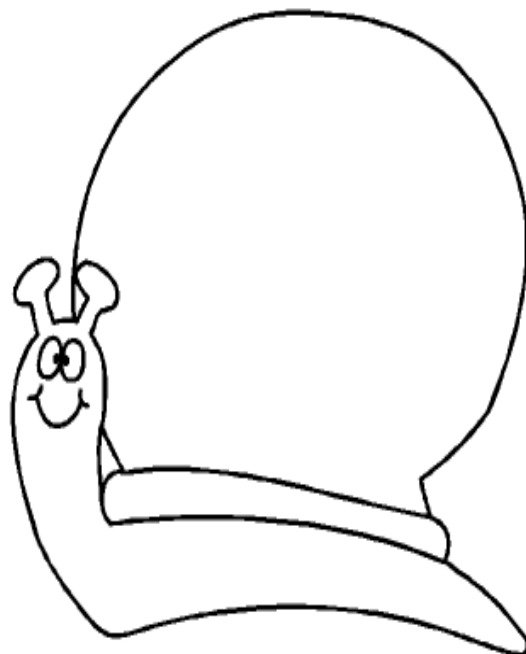


Table Number

12

Vultures

Trivia Night

www.lrhartley.com/trivia



Appendix 8: Additional Links

There are a multitude of websites which will provide you with quiz questions and quiz sheets, such as

www.quiznight.com

www.quiz4free.com

www.instant-quizzes.co.uk

www.thepubquizcompany.co.uk

www.realquizcompany.co.uk

www.quizzing.co.uk

Be sure to check answers from these

websites (e.g. using Google) before your quiz as some answers have been shown to be inaccurate.



TRIVIA
NIGHT