

HOW TO...

HOST A PUB QUIZ



The Essentials

- ♥ **Find a venue;** preferably a local pub that can give you a space for free. A community centres may also work well.
- ♥ **Invite;** ask at least 30 friends, family or colleagues to attend. Encourage people to bring a plus one and ask pals to help you spread the word. The more the merrier!
- ♥ **Secure prizes;** nothing too glamorous needed. Chocolate will do!
- ♥ **Write the questions;** make sure they range in difficulty so that there are some easy wins. 25 questions should be ideal and a picture round is always good to keep people occupied.
- ♥ **Charge to play;** £5 is our guide. And don't forget a float so you can give people change!
- ♥ **Play the quiz;** break up the rounds to allow for a refreshment break. And be usre to swap answer sheets so there's no cheating when it comes to scoring.
- ♥ **Cheers;** thank people for coming and let them know how much money was raised.

The Ideas

- ♥ Tell your story. Begin the evening explaining why you're fundraising for Manchester Cares. You may even want to show the Manchester Cares film as that will help show people what they're supporting before the quiz begins.
- ♥ Variety is the spice of life. Rather than all questions being general knowledge, chose a different theme for each round. You could have a film round, 'guess the intro' music round, sport round – diversity will keep it fun and allow people to show off their intelligence.
- ♥ Include questions about Manchester, or the history of the city, to tie your event back to the charity you're hosting the evening in aid of.

The Extra Mile...Hold a raffle

Write to local businesses to see if they can offer anything in the way of a prize. It could be a meal voucher, a drinks tab, or a gift set. Charge £1 for raffle tickets and see your fundraising total rise. You could even sell tickets to people who can't make the pub quiz for extra donations.

The Money Bit

1. Collect together all money raised; from tickets and raffle ticket sales
2. Get in touch with Emily with the amount raised: emily.quilter@manchestercares.org.uk
3. We will then arrange collection of the cash – or ask Emily for Manchester Cares' bank details and transfer the money raised by BACs. For the reference, use your initials followed by 'pub quiz'

Don't forget to tweet and share pictures from your event on @ManchesterCares!

If you have any questions, or would like any charity flyers or materials for your event, please contact Emily Quilter on emily.quilter@manchestercares.org.uk.
manchestercares.org.uk | Charity Number 1176902