

Event and Fundraising Guide

BEFORE THE EVENT

Event Materials

To successfully run your event, you need certain materials to hand out to your participants and to the emcee of your event.

Louisville Trivia offers three different trivia packages to make your event successful. The first step is to find the one that's right for you. If you have specific categories you want highlighted throughout the night, just let us know.

Custom rounds can make your event unique and help make the game even more fun for the participants.

Writing good questions is harder than many people think, so we ask for at least two weeks to create a unique and entertaining set of questions for your event.

Once the questions and answers are taken care of, make sure you have enough answer sheets and pens for your teams. Teams generally consist of 5 to 10 players, so if you expect 100 guests, make sure you have 10 to 20 copies of each to give to each team. (More to be on the safe side)

For \$1 per table, Louisville Trivia can provide you with pens and custom answer sheets for the event. If you supply it, we can even add your organization's logo to the answer sheets for unique customization.

Book your Venue

The size of the venue you choose will depend on the size of the crowd you are expecting. Many churches or schools will offer large spaces for reasonable prices. Any large space with tables and chairs for teams to sit around should do the trick.

If the venue is large, or you are expecting a larger crowd, make sure that you have a microphone or public address system in place. If you plan on selling food and drinks at the event to maximize your earnings, make sure the venue can accommodate this.

Trivia events can be great fun for participants and have the potential for excellent financial results in just a few hours for the organizers. Our goal is to allow everyone to enjoy themselves, regardless of who wins. Several of our clients have asked us back year after year. We hope you'll consider Louisville Trivia for your next event.

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Several groups we've worked with have used a mobile dry erase board to display scores after each round. This is a real time-saver if you have more than 20 teams at your event.

Organize Equipment and Volunteers

As indicated above, a microphone and sound system enables your emcee to be clearly heard by your audience. Projecting your questions can be helpful for any participants who are hard of hearing or may be farther away from the speakers. A calculator to add the final scores may come in handy.

Ask for volunteers to gather the answer sheets and tally scores at the end of each round.

If you want to run one or more raffles during breaks in the event, make sure to pick up a few rolls of tickets.

Emcee

A terrific host can make a good trivia night great! If your group doesn't have a confident, well-spoken speaker among you, Louisville Trivia can provide an experienced and fun emcee for your event. Each of our hosts currently emcees a weekly pub quiz, so we know what we're doing, and we can handle ourselves under pressure.

Prizes

We recommend holding raffles or giving out small prizes at the end of each round. It's a great way to generate more money throughout the evening, and it creates more interest from teams who may be falling behind in points. If you supplement your event with raffles or additional games, make sure to get corresponding prizes.

Promote the Event

Spread the word! The more people that know about your event, the more money you'll potentially raise.

Trivia events can be great fun for participants and have the potential for excellent financial results in just a few hours for the organizers, so the only limitation to attendance is how well the events themselves are advertised.

If you decide to charge **\$10 per player** and target 100 players, you can raise **\$1,000 just from the player's entrance fees.**

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DURING THE EVENT

Registration

Make sure someone is available to collect the entry fee from each player. Depending on your target and crowd expectations, entry fees generally range from between \$5 to \$20.

Announcements

Let people know when the event is going to begin, tell them about available refreshments, and begin explaining any other raffles or games you may have throughout the evening.

Explain the rules and outline the night's schedule. Are you going to set a time limit between rounds for all teams to hand in their answers? Explain the number of rounds and how to fill in the answer sheets. Teams can have names or be designated by numbers. That's up to you!

Generally, we like to read each question twice, before moving on to the next one. This allows every team time to think about the answer and gives them a chance to make sure they heard the question correctly.

At the end of each round, some teams may ask to hear a question a third or even a fourth time. Collect the team answer sheets and score them. With smaller groups, it may be possible to announce scores. A larger group will need a centralized score board.

During breaks or at determined intervals, have volunteers sell raffle tickets, if appropriate.

You can quickly make up the Louisville Trivia fees by selling "mulligan" stickers to each table. At \$1 per round for 10 rounds, you will make \$200 if you have 20 tables.

On average, a 10 round game with raffles and other games in-between each round will last 3 hours.

The End of the Night

From lowest to highest, read the scores and encourage the audience to applaud all teams regardless of their result. If using a centralized score board, winners automatically will be known, but encouragement of all teams is recommended.

Give out the prizes to the top teams.

Thank all volunteers for their hard work. Thank the players for their participation and explain how the funds will assist the fundraising goals being met and encourage players to come to the next fundraiser.

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AFTER THE EVENT

Be sure to have several volunteers to help clean up after the event, especially if you offer refreshments or raffle prizes. It's surprising how much trash can accumulate in just a couple of hours.

Update your website or social media accounts with the success of the event. If a fundraiser, announce how much was raised and encourage people to join your next event.

Most importantly, refer others to Louisville Trivia. If you refer another organization to Louisville Trivia, you can enjoy 10% off your next event.