



## A step by step guide to holding your own Brain Raiders quiz

Everyone loves a quiz, especially on a cold winter's night. A quiz is also a great social event which promotes teamwork out of the office. The lure should not only be the prize on offer, but the "friendly" competition among friends and colleagues! Here is a simple step by step guide to getting involved in Brain Raiders.

### Step One: Securing a suitable venue

Ask a local pub or other venue to donate a room for you to hold a fundraising quiz. Don't forget to explain that it's for a charity fundraising event - tell them a little bit about The Prince's Trust and that the quiz is in aid of young people, so that they will consider giving it to you cost free.

Ask the maximum number of people the venue can hold and arrange a mutually convenient date for the event to take place. Also, check whether the venue has a public address system i.e. microphone and speakers, available for you to use on the night.

### Step Two: Securing prizes

Think about what you could offer as a winning prize, preferably something that can be shared among team members. Approach client contacts or local companies and ask them to donate suitable prizes.

Also, think about securing some prizes to run a raffle on the night, helping to raise even more funds for young people. Make sure you have a book of raffle tickets, sold at WH Smiths and other stationary shops, so that you can sell the stubs. Local companies that you may want to approach could be:

- restaurants and pubs for meal and drink vouchers
- spas or beauty salons for treatment vouchers
- retailers for products or vouchers.

### Step Three: Designing the quiz

Sample question rounds can be downloaded at [princes-trust.org.uk/brainraiders](http://princes-trust.org.uk/brainraiders). For the answers, question sheets and picture rounds, please email us at [getinvolved@princes-trust.org.uk](mailto:getinvolved@princes-trust.org.uk). We recommend holding three or four of these rounds as you don't want to make your quiz too long, or you may lose the concentration of the crowd.

If you'd like to create your own questions or tweak the ones that we've provided, online search engines or pub quiz books can be a great source of inspiration. Don't forget to bring along the answer sheets with one for each team per round and plenty of spares left over.

Decide on the size of teams and set an upper limit of members per team (we recommend six). You may have to set an upper limit of numbers of teams that can take part, if space is limited. This could be an additional promotional tool, e.g. limited number of teams; first come, first served.

Ensure you have a scoring system in place. To encourage some healthy competition you could also use a whiteboard or a flip chart and draw a chart on it for a running total of the various teams' scores.

## Step Four: Promoting the quiz

Think about whether you want to invite other branches within your organisation or teams from other organisations (clients, suppliers, other local companies etc). There is a promotional poster and some text for a promotional email available to download at [princes-trust.org.uk/brainraiders](http://princes-trust.org.uk/brainraiders). Email The Trust at [getinvolved@princes-trust.org.uk](mailto:getinvolved@princes-trust.org.uk) for any merchandise you would like for the night, such as balloons, collecting tins, pens etc.

Also, think about using your intranet, e-mail internal newsletters and any other medium available to promote the event – and don't forget to tell people about how their participation in Brain Raiders will help young people, not to mention the fun they'll have!

Once you have completed your quiz, why not shout about the fantastic work that you've been doing by filling out the press release template available at [princes-trust.org.uk/brainraiders](http://princes-trust.org.uk/brainraiders) and promoting it to your local newspapers.

## Step Five: Raising funds through your quiz

Set a price per person. Consider how much you would like to raise from the event minus the costs incurred - £5 per person would seem reasonable for the first time, or more if your venue offers a complementary drink per person.

To make collecting entrance fees as easy as possible, we'd recommend setting up a collection page for people to pre-pay entrance fees; please go to [princes-trust.org.uk/brainraiders](http://princes-trust.org.uk/brainraiders) to set this up. You can direct people to this page in promotional emails etc. Remember to take a print-out of this page along to the quiz so that you can see who still needs to pay.

Also, think about how you could raise additional money on the night. Potential activities include:

- ➔ match-funding. Ask your employer if they will match any funds raised through the quiz
- ➔ a raffle This is a great way to raise additional funds (see where to source prizes above)
- ➔ charging people for food or drink (approaching supermarkets or restaurants for donations) depending on where you are holding your quiz
- ➔ asking pub landlords if they are willing to pass on some of the profits made on the food and drink sold to your participants.

For funds raised on the night, please send a cheque to: **Brain Raiders, The Prince's Trust, 18 Park Square East, London, NW1 4LH**. Do tell us who you are and please ensure that you are safe when carrying around cash.

## Step Six: On the day!

You are now ready to put your plans into action and run your Brain Raiders quiz. You will need someone to be a "Quiz Master" – a confident public speaker is best. You may also want to recruit helpers who will act as scorers and raffle ticket sellers.

Think about how long you want the quiz to take and when you want breaks. We would recommend running the quiz along the following lines:

1. Ask each group to think of a team name
2. Hand out the answer sheets and picture sheets (if applicable to the rounds you have selected)
3. Read the quiz questions one round at a time
4. Get teams to swap their answer sheets, mark each others', and then hand them back. If you have a chart at the front, fill it in with the various scores
5. After the first rounds, have a break for drinks to be topped up and half-time scores to be given! This may also be an appropriate time to run any additional fundraising activities such as a raffle.
6. Add up the totals at the end and award the prize to the winning team. It may be a nice idea to have prizes for first, second and third places, and maybe even a booby prize!

Please extend a huge thank you from The Prince's Trust to all who participate, and thank you for organising the event. If you have any questions please call the Brain Raiders hotline on 020 75431215.