

9 steps to hosting a Trivia Night.

1 Set Yourself A Goal.

Be specific, I want to raise \$600 from ticket sales, \$400 for games through the night and \$500 from donation tins. Think about different ways to leverage the evening to have the greatest success.

2 Plan. Plan. Plan.

Think about all the tasks that need to be done in the lead up to the event. When and where will the trivia night be held? Do you need to hire equipment? Who is the host? Who is preparing the trivia questions? Don't do it all yourself! Think about what your friends and family are good at and delegate!

3 Choose A Venue Early.

Make sure the venue is large enough with a kitchen and adequate facilities. Often venues are happy to donate the cost of the room or space so make sure you tell them that it is a charity event.

4 Advertise The Event.

Think about how you plan to let people know about your trivia night. Get your friends to spread the word and create a Facebook event. If one person shows interest in the event ask them to bring a couple of friends along to make a table.

5 Donations And Sponsors.

Ticketing the event is a great way to increase donations. A price range between \$10 to \$20 per person is a good starting point. People can purchase a ticket by making a donation to your fundraising page of the ticket amount. Don't spend too much on prizes; the trick to good fundraising is to encourage local people or businesses to donate the prizes.

6 Questions.

Trivia questions should be designed so that at least 80% of the questions will be answered correctly and they should cover a wide range of topics.

7 On The Night.

Be organised and arrive at your venue early. There is nothing worse than trying to setup whilst people are turning up for the evening. Make sure you have a support team ready to assist with marking answers and selling raffle tickets.

8 Bank.

To add the fundraising total from your event, personally bank the funds that were raised and then make the donation on your fundraising page. When processing the donation you can title it as 'Trivia Night'.

9 Thanks

Make sure you thank all the contributors and support team that made your trivia night a success!

