



# Organise a quiz night for Guy's & St Thomas'

Quizzes can be a fun and interactive way to bring people together and fundraise. Put your family and friends' knowledge to the test, all while raising funds for our fantastic hospitals. Below are some top tips and things to consider when planning your quiz, to ensure it is a massive success!

## Planning

**Pick your venue first.** You could host this quiz at your home, or you could reach out to a local pub, community centre or town hall to see if they will let you host your quiz at their venue. Sometimes they will let you use the space for free if the event is for charity – we can provide an authorisation letter for this.

**Pick your date and a time for the quiz.** If you're hosting at a venue, you may need to be more flexible.

**Bring a team together and assign roles for your quiz.** You'll need:

- ✓ **A coordinator** – to manage the team and follow up on actions and preparations.
- ✓ **A quizmaster** – to introduce the quiz, talk about the charity, read out the questions and announce the winners. Your quizmaster should be a loud, confident speaker.
- ✓ **Helpers** – to hand out materials such as answer sheets and tally the scores at the end of the quiz.
- ✓ **A quiz writer** – to write the quiz and produce some imaginative questions and categories.
- ✓ **A prize coordinator** – to reach out to local businesses and asks for donations that can be used as prizes. A good prize can help you attract more teams and ultimately raise more money.

## How to hit your fundraising target

There are a number of ways to ensure you reach your fundraising goal. Firstly, you can charge for tickets/entry for the quiz. You can also have donation envelopes on the teams' tables and donation buckets and tins dotted around the venue.



## Promoting your event

There are a number of ways in which you can promote your quiz event, here are some ideas to get you started:

- Display event posters in your workplace or in your local community. We can provide poster templates for you.
- Set up a Facebook event and invite people to come along. Remember to include information about fees, date, time, and the charity.
- Promote your event on social media to spread the word.

## Decorations and fundraising materials

We have lots of materials that you can use to decorate your event and to promote the hospitals. Let us know what you need, and we can post these to you:

- Balloons
- Bunting
- Invite templates
- Poster templates
- Pens
- Collection tins and buckets
- Donation envelopes

If you have any questions or would like to discuss decorations or fundraising materials, please get in touch via [info@supportgsth.org.uk](mailto:info@supportgsth.org.uk) or for Evelina London; [info@supportevelina.org.uk](mailto:info@supportevelina.org.uk)

## Paying in your fundraising

If you have collected any cash donations, please collect all the money you have raised and then pay it into your bank. You can then pay the money via our website [here](#).

Alternatively, if you would like to pay by cheque, please make it payable to, 'Guys and St Thomas Charity' and send it to:

Fundraising Team  
Virginia Woolf Building  
22 Kingsway  
London WC2B 6LE

**Please include your full name and details of your event so we can process the donation smoothly. If you are fundraising for Evelina London, please be sure to specify this.**



## After your event

It's always a nice touch to thank everyone that attended. This could be over email, or you could send thank you cards out to them to add a personal touch.

We'd love to know how you got on and how your event went! We'll be in touch with you throughout your planning to lend a hand if you need it, but please do share photos of your gala with us. We'd also love to share these photos on our social media channels to celebrate your fundraising success and to inspire others.



[www.facebook.com/supportgstt](http://www.facebook.com/supportgstt)



[www.twitter.com/SupportGSTT](https://www.twitter.com/SupportGSTT)



[www.facebook.com/supportevelina](http://www.facebook.com/supportevelina)



[www.twitter.com/EvelinaLondon](https://www.twitter.com/EvelinaLondon)

If you're in the beginning stages of planning your Quiz, please fill out our form on our website and we'll get in touch to help you with your fundraising.

[www.supportgstt.org.uk/do-your-own-thing](http://www.supportgstt.org.uk/do-your-own-thing)

[www.supportevelina.org.uk/do-your-own-thing](http://www.supportevelina.org.uk/do-your-own-thing)

For any other questions, don't hesitate to get in touch by popping and email to

[info@supportgstt.org.uk](mailto:info@supportgstt.org.uk)

[info@supportevelina.org.uk](mailto:info@supportevelina.org.uk)