



## Trivia Night

Put your friend's, church community's and family's knowledge to the test by hosting a trivia night. There are endless possibilities for the different categories or topics for each of the rounds!

You can choose to have a theme for your trivia night. Guests can dress up in costume to match the theme, and you can base your trivia night categories around those topics. For a Disney themed night, some questions may be based on the history or playing part of a song or lines from the movies to complete. Come up with your theme and questions, organise teams and you're good to go!

### Planning your Trivia Night

#### Before the Day:

##### **Brainstorming and decision making:**

- Brainstorm what kind of trivia night you want to have. (What themes could you possibly have? What are some categories you can have for the different rounds? Will you have additional activities? Will you encourage the guests to come dressed up?)
  - Do I want to serve/sell food and drinks? If so, at what point of the night might this be available for the guests to purchase? What type of food and drink do you want to have (snacks)? (Or alternatively, will guests BYO [bring your own] their own food and drinks?)
  - Decide on a budget, taking into consideration the cost of:
    - Food and beverages
    - The venue (if you choose to use a paid venue or need to pay a small fee/rate)
    - Printing posters (if you choose to)
    - Decorations (optional)
    - Prizes
- Decide on a theme for the Trivia Night (this will help guide you with the categories and questions you will be asking the audience)
- Decide on a few viable dates
- Decide on a venue (How big will the venue be and how many guests can attend?)
- Decide on the entry cost (this should cover the costs for hire/fee of the venue, and any additional costs e.g. equipment; tables and chairs - buy or hire)

## **Promotion:**

- Create or use the existing posters and fill out the relevant information:
  - Date
  - Time
  - Venue
  - Contact details
  - RSVP date (so that you can get an estimate of the number of people that are coming)
  - Cost of entry for the guests to pay
- Distribute posters (letterbox drop, give to family and friends, announce it at your church)

## **Resources and Equipment:**

- Begin planning, and organising the questions and answers (make your own or use the templates provided - refer to the Q's & A's Template and Example document)
  - Create a document of Q's and A's for your trivia night; based around the topics which you have chosen. This document will be for the Host to ask the questions to the audience and for the score keeper to keep track of the correct answers and scores.
  - Create a powerpoint with the Q's and A's for each of the different categories/rounds you have.
  - Scoring system (you may wish to use a whiteboard)
- Order and purchase/acquire the required items:
  - Serviettes, bowls, etc. (for serving food for the guests)
  - Posters promoting what you're raising funds for
  - Signs and menus stating what is available for purchase, and where bathrooms are located
  - The food you are offering (what will this look like distributing the food/beverages?)
  - Prizes
  - Optional: whiteboard for scoring, decorations
- Organise volunteers:
  - A host or MC
  - Someone to check answers and score teams
  - Monitor any side activities you choose to have
- Based on the RSVPs:
  - Finalise food you want to have/sell and how much of it you're going to need
  - Finalise drinks you want available for purchase and how many you're going to need

## On the day:

- Ensure the food and beverages are ready
- Set up tables and seating
- Put up decorations (if you choose to)
- Ensure the technology is set up, i.e. projector, microphone, etc.
- Organise volunteers to be where they need to be
- Monitor the event
- Pack everything away at the end

Timeline for your Trivia Night							
<b>Week 1</b>	Planning/ decision making	Calling/ preparing venues			Prepare posters to be send out	Send out posters and social media posts	
<b>Week 2</b>	Organise volunteers (from now)		Prepare trivia questions and answers				
<b>Week 3</b>		Prepare powerpoint of trivia questions and answers				Purchase/ acquire the required equipment (e.g. prizes, tables, chairs)	
<b>Week 4</b>		Have trivia questions and answers finished as well as the powerpoint	Have trivia questions, answers and team answer sheets printed and ready	Contact volunteers and brief them of their roles	Buy Food + Drinks (or tomorrow)	Make sure the food and venue is ready. Ensure sound equipment and projector work well!	Trivia Night!!!

## Venues:

Options include:

- A community hall
  - Be sure to book well in advance to ensure availability
  - Factor in any upfront costs that may be involved in booking the hall
- Your church
  - Be sure to book your church in advance to ensure availability

## Trivia theme ideas:

- Bible
- Movie
- Music
- Geography
- Sports
- History
- General knowledge/misc.
- Science
- Disney

## Food:

If you love to cook, consider making different snacks to have at your event. If you don't like to cook, consider asking friends and family if they would like to assist you in making different food items. When choosing what to make, consider if the food items need to be refrigerated or chilled. Also factor in different dietary requirements so that you can cater for the most amount of people possible. You can choose whether people have to purchase the food items or if it will be included in the entry price.

Some things that you could make are;

- Biscuits/Cookies
- Cupcakes
- Things you could buy
  - Lollies
  - Chips

Once you've decided on what to make, think about how you will serve the food.

- Cellophane bags and ties
- Ziplock bags
- Bowls

## Things to remember!

Will your event be kid friendly? Factor in when you're coming up with questions and/or a theme for your trivia night if children will be able to understand the questions. It is best to pick what audience you want to target and then base your questions off that. Think of how you can make the rounds different, by having different categories for the rounds and styles of questions.

## Q's & A's Sheet:

For the Q's and A's, you should create a document with the various questions and answers that your host will ask the audience. The score keeper should also have a copy so they can ensure the points are awarded to the teams correctly. If you'd like some guidance you can use the 'Q's & A's Template and Example' document. This will help guide you with creating the questions and answers for each of the rounds. For each of the different rounds, you could have different styles of trivia questions. Some examples are:

- 1) **Name that Tune:** Play a snippet of a song or intro tune that goes for about 10 seconds where guests guess which song it is. The guests could get bonus points for naming the title of the movie it features in (if relevant), and who sings it.
- 2) **Name the title:** You can show the cover of a movie or CD, but only reveal part of the title picture. Guests name the movie or album.
- 3) **Strapline:** This is where guests guess famous sayings from movies, books etc. An example of this is: "Who you gonna call?" (Answer: Ghostbusters).
- 4) **Baby/Children photos:** Show different baby or children photos of various celebrities. After the round is over, you can show the guests a photo side by side of the celebrity as a baby, and what they look like now.

## Time:

Running and organising a trivia night can be quite time consuming. A lot of effort is needed to come up with all the questions and how you will present them. Making a powerpoint is a great way to show everyone in the room what the question and answers are but a lot of time is needed to have a good quality presentation.

