



Quiz night

Event toolkit for fundraisers



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Put on your thinking cap for WaterAid!

WaterAid/Layton Thompson

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Why organise a quiz night for WaterAid

Friends, family and work colleagues will love testing their knowledge while raising funds and awareness about WaterAid vital work. Organise a quiz night and use friendly competition to make a real difference.

Globally one in ten people live without access to safe water and 2.5 billion do not have anywhere safe and private to go to the toilet. Without these basic human rights people are exposed to disease, lack privacy and suffer indignity, worse still almost 2,000 children die needlessly every day as a result.

Organise a quiz night and raise money to help WaterAid transform lives through sustainable water, sanitation and hygiene projects.

Your quiz night will make a big difference!

- £99** could pay for a toolkit to maintain a village water point in Madagascar.
- £195** could pay to set up a school health club in India.
- £325** could pay for a tapstand providing water for between 220 and 300 people in Bangladesh.
- £1,154** could pay for a school toilet block for 200 children in Nepal.
- £1,500** could pay for two public water points bringing safe water to 500 people in Ethiopia.

WaterAid will use your money where the need is greatest.

Quiz night – planning your event

The event

A quiz night can be as big or as small as you like and can take place in a range of locations from your office to your local pub – all you need is a few questions and a lot of enthusiasm!

Organising committee

Prior to the event you may want to form a committee. This can help to keep everything in order and ensure that the planning and running of the event does not fall to one person.

Main roles:

- Project Organiser/Manager (who pulls the whole thing together)
- Event/Venue Coordinator
- Marketing Officer/Fundraiser
- Treasurer/Finance Officer

On the day of the event you will also need a quizmaster and extra people to lend you a hand by selling tickets, handing out refreshments, tidying up etc. You may also need a speaker.

Guests

Decide roughly how many people you think will come to the event and what kind of an audience they will be. Choose a venue that is suitable for the amount of guests you expect to attend.

Venue

Take time to research suitable venues in your local area. A local pub, a community centre or village hall and your home or office are all suitable places to hold a quiz. Things to consider are:

- Transport links and car parking
- Maximum capacity and disabled access
- Cost – can you cover the cost of venue hire?
- Amount of space and lighting
- Chairs and tables – are there enough for your guests or can you bring your own?
- Is there a place to prepare refreshments?
- Opening hours
- Public liability insurance – see *Safe and legal* section below

Questions

This toolkit contains some questions and a possible quiz structure, but it is your event and you can be as creative as you like. Including questions about WaterAid will help spread our messages – you may want to show a WaterAid film to provide some clues! Visit www.wateraid.org/videos

Prizes

Local companies or individuals may be able to donate prizes in order to reduce your spending. Unfortunately WaterAid is unable to provide prizes for quizzes as it is important that our funds are used for our vital work.

Fundraising

It's a good idea to set a fundraising target. Remember to be realistic but ambitious! Think about how you are going to raise funds. Your main way of collecting money will probably be an entry fee but you could raise even more by:

- Selling refreshments (if your quiz is held in a privately owned venue)
- Holding an auction or raffle during the event
- Asking for donations from your guests. Don't forget to remind people about WaterAid's work – this will also encourage them to give more!
- Sell advertising space in your venue or publicity material to local companies

If the entry fee pays for the venue hire then you must make this clear in all your communications/advertising. Also decide if you can take credit/debit card payments, if you can't remember to make people aware of this.

WaterAid can provide resources to help with your fundraising. Our resources include: information leaflets, stickers, posters and collecting buckets and tins. Please contact us to obtain resources.

Sponsorship

You could think about getting your event sponsored by a local company. They might be able to donate the use of a venue or prizes for your quiz; you could offer free publicity in return.

Publicity

The funds you raise to support WaterAid's work are essential but raising awareness is vital too.

The following will help publicise your event:

- Posters and flyers – you could design and print these yourself or approach a local company to see if they'll support your fundraising by offering their services free of charge. You could offer them free publicity in return by placing their logo on your materials
- Social networking site – invite guests via a site like Facebook or Twitter
- A well known face – get a local celebrity involved to encourage local media support
- Press releases – email local papers, magazines, radio etc before and after your event
- Photos – remember to take good quality photos to accompany any media coverage
- Local Media Coordinator – WaterAid may have a volunteer in your area who can generate local media coverage on your behalf. Contact pressoffice@wateraid.org for details

- If you are using WaterAid's name and/or logo in publicity materials please send a draft to us before publication

- If you are creating your own publicity materials please make it clear that you are fundraising in support of WaterAid but that you do not represent us. Suggested wording for this would be “(Name of volunteer/event) raising funds for WaterAid”. Please also include WaterAid's registered charity numbers, written: Registered charity numbers 288701 (England and Wales) and SC039479 (Scotland)

Safe and legal

Risk assessment

As an event organiser you have responsibility for the health and safety of the members of public who are taking part in your event. Completing a risk assessment will help you to consider all areas of safety, so that you can weigh up whether you have taken enough precautions to prevent harm. You can download a Risk Assessment Template from www.wateraid.org/safeandlegal.

Safety considerations

Ensure that there is someone present at your event with first aid training and that there is a first aid box at the venue. It is also essential that there is good communication between all your helpers in case of an emergency. If you are serving food please follow the Food Standards Agency guidelines – for more information see www.food.gov.uk.

More information on the health and safety aspects of holding your event can be found in our *Fundraising in Aid of WaterAid* leaflet as well as at www.wateraid.org/safeandlegal.

Insurance

Any event involving the public requires public liability insurance. If you are unsure about how to go about this contact your Local Authority for more details or contact WaterAid for advice.

WaterAid can take no responsibility for any injury, losses or damage caused or sustained as a result of fundraising events in support of WaterAid. It is the responsibility of the event organiser to comply with legal and safety regulations.

Handling cash

Any money that you collect at your quiz should be handled, counted and recorded by at least two people wherever possible. Any cash should be kept and counted in a secure and safe environment. This and any other money you receive should be banked as soon as possible to prevent loss or theft.

Sending in your funds

When you have banked your funds please use the form at the back of this toolkit to send us your donation. Please make your donation via cheque – made payable to WaterAid.

Feedback

We'd love to know how you get on so please do contact us with stories and photos from your event!

Suggested quiz structure

Introduction

Give a short introduction explaining the work that WaterAid does and why you are raising fund to support us. You can use information from our leaflets or website – www.wateraid.org.

Rounds

Choose one topic per round, here is our example structure:

Round 1 – Geography

Round 2 – Music

Round 3 – Film and television

Top tip - Be creative with your rounds. In the television and film round use pictures to add a visual element to your questions and in the music round use recordings of the songs you ask questions about. For example, play a short clip of each and then ask ‘Who recorded this song?’, ‘What is the name of this song?’ or ‘What is the next lyric?’

Break

You could show a WaterAid film – if you have set questions related to the film remember to warn your guests! Visit: www.wateraid.org/videos to download films.

Round 4 – Sport

Round 5 – Water and sanitation

This round does not have to be full of questions on WaterAid, or the problems caused by a lack of water and sanitation. You can keep it light-hearted with general questions – anything to do with water and toilets!

Round 6 – History

Example questions are included in this toolkit.

Bonus questions

Include one or two bonus ‘double point’ questions at the end of each round. You could take these questions from the list of WaterAid questions supplied in this toolkit. By adding these questions you will be raising awareness of our work!

Finish

Hold a collection as you are adding up the final scores. Ask the teams to swap answers and mark each other to find out who has won! Finish off with a prize giving – don’t forget to thank everyone for their support.

Event planning checklist

Use this checklist as a tool to help you organise your event and reach your fundraising target.

Action	Notes	Done?
Set up an organising committee		
Familiarise yourself with the legal and safety issues you may need to consider for your activities		
Set the date		
Get quotes for and confirm public liability insurance		
Find and book a venue		
Set a fundraising target		
Decide on fundraising methods and set entry fee		
Produce flyers, posters, press releases etc and contact WaterAid to obtain our promotional materials and to get your own items checked		
Begin advertising: distribute publicity material		
Contact your local media or find out if there is a WaterAid Local Media Coordinator in your area. Send out press releases.		
Secure volunteers to assist at the event. Appoint Quizmaster!		
Finalise numbers of attendees and advise the venue		
Brief volunteers and train them in first aid if necessary		
Write your quiz and prepare any visual or audio elements		
Purchase all supplies required		
Print question sheets		
Decorate the venue		
After the event send out a press release and photos for follow-up stories in your local media		
Feedback to WaterAid on how the event went and send in your donation.		

WaterAid quiz night answer sheet template

Round 1	Round 2	Round 3
1.	1.	1.
2.	2.	2.
3.	3.	3.
4.	4.	4.
5.	5.	5.
6.	6.	6.
7.	7.	7.
8.	8.	8.
WaterAid Bonus (double points)	WaterAid Bonus (double points)	WaterAid Bonus (double points)
Subtotal:	Subtotal:	Subtotal:

Round 4	Round 5	Round 6
WaterAid Bonus (double points)	WaterAid Bonus (double points)	WaterAid Bonus (double points)
Subtotal:	Subtotal:	Subtotal:
Total:		

Supporting



Suggested WaterAid quiz night questions

Round 1 - Geography

1. What lake is Africa's largest?

Lake Victoria

2. Name four lakes in the Lake District

Windermere, Coniston, Grasmere, Buttermere, Derwentwater, Thirlmere, Ullswater, WastWater, Crummock Water, Bassenthwaite, Hawes Water

3. Which is the highest waterfall in the world?

Angel Falls

4. By which countries is Pakistan bordered?

Iran, Afghanistan, China, India, Arabian Sea

5. Africa's highest mountain is located in which of the countries where WaterAid works?

Tanzania (Mount Kilimanjaro)

6. Which country was formerly called East Pakistan?

Bangladesh

7. What is the Capital of Ghana?

Accra

8. What is the world's largest river?

The Amazon

Round 2 - Music

Name the artist or artists that sang the following songs:

Alternatively, play a clip from each song and ask contestants to name the song and the artist – a point for each

1. The River

Bruce Springsteen

2. Tide is High

The Paragons

3. Purple Rain

Prince

4. It's Raining Men

Weather girls

5. Smoke on the Water

Deep Purple

6. I Am Sailing

Rod Stewart

7. When The Ship Comes In

Bob Dylan

8. Flushed From the Bathroom of Your Heart

Johnny Cash

Round 3 - Film and TV

1. Who acted alongside Tom Cruise in Barry Levinson's Rain Man?

- a) Dustin Hoffman
- b) Tom Hanks
- c) Pierce Brosnan

a) Dustin Hoffman

2. Which actor plays Will Turner in Pirates of the Caribbean?

- a) Johnny Depp
- b) Orlando Bloom
- c) Jonathan Rhys Meyers

b) Orlando Bloom

3. What species of fish is Dory, who suffers from short-term memory loss, in Finding Nemo?

Regal Tang

4. Who directed the 1975 blockbuster Jaws?

Steven Spielberg

5. In the Only Fools and Horses episode, 'Friday the 14th', why doesn't Del want to go to the toilet, which is outside the house?

- a) It's raining
- b) The toilet has no light
- c) There's an escaped axe-murderer in the area

c) There's an escaped axe-murderer in the area

6. Who narrated the BBC series Blue Planet?

David Attenborough

7. In the 1996 film The Beast, what does the 'beast' of the title refer to?

- a) A shark
- b) A giant squid
- c) An alien

b) A giant squid

8. In the Fawlty Towers episode, 'Basil the Rat', what does the health inspector find in the hotel's water tank?

Two dead pigeons

Round 4 – Sport

1. What does the ship on Manchester United's badge symbolise?

The Manchester Shipping Canal

2. In what year did sailing become an Olympic sport?

- a) 1925
- b) 1900
- c) 1940

b) 1900

3. What is the name of the most successful rower ever?

Steve Redgrave

4. What is referred to by 'splashing' in water polo?

Splashing: An exclusion foul for deliberately splashing water in an opponent's face.

5. How many gold medals did GB win in sailing in the Olympics 2008?

Four

6. Who famously cried after missing a penalty in the 2008 European Champions League final between Chelsea and Manchester United?

John Terry

7. England's Twenty20 cricket match against which country was called off due to heavy rain in August 2008?

- a) India
- b) South Africa
- c) West Indies

b) South Africa

8. Which England footballer shares a first name with a famous river?

Rio Ferdinand

Round 5 - Water and Sanitation

1. How many litres of water go in to making one litre of beer?

- a) One
- b) Five
- c) Eight
- d) Twenty

c) Eight

2. In which year did London start developing a sewer system?

- a) 1625
- b) 1751
- c) 1858
- d) 1922

c) 1858

3. What is referred to when talking about the Great or Big Stink?

In the hot summer of 1858, the stench of sewage in the River Thames so offended MPs that Parliament was suspended and the Government agreed to "take immediate measures for abating the dangerous nuisance caused by the noxious state of the Thames".

4. What percentage of the world's water is saltwater?

- a) 60%
- b) 78.5%
- c) 97.5%

c) 97.5%. If the world's water fitted into a bucket, only a teaspoonful would be drinkable.

5. How long do blue whales live?

- a) 50 years
- b) 70 years
- c) 90
- d) 110

d) 110

6. How many different species of fish live in the river Thames?

- a) 20
- b) 55
- c) 310
- d) 120

d) 120

7. Scott Paper Company produced the first rolls of toilet paper in which year?

- a) 1845
- b) 1912
- c) 1879

c) 1879

8. Who invented the flush toilet?

Sir John Harrington (NOT Thomas Crapper!)

Round 6 - History

1. Mali used to be a colony of.....

France

2. In which year did Nigeria gain independence from Britain?

1960

3. Who led the non-violent resistance to British colonialism in India?

Mahatma Gandhi, Jawaharlal Nehru.

4. Who was made the first Empress of India in 1876?

Queen Victoria

5. When was WaterAid founded?

- a) 1981
- b) 1973
- c) 1994

b) 1981

6. In which year did the Titanic sink?

1912

7. When was the Thames barrier first used?

1983

8. The Great Storm of 1987 was the worst storm to hit south east England since the Great Storm of...

- a) 1867
- b) 1932
- c) 1703

c) 1703

WaterAid bonus questions – to be used at the end of each round:

What is the average weight that women in Africa carry each day when collecting water?

- a) 5kg
- b) 20kg
- c) 12kg

b) 20kg

The average UK airport luggage allowance is 20kg. Women often carry the same weight as the average UK airport luggage allowance for up to 6 hours every day, commonly on the head, back or hip. This has severe health implications.

How much water does the average UK household use a day just for toilet flushing?

- a) 25 litres
- b) 40 litres
- c) 50 litres

c) 50 litres – five times more than the average person in the developing world uses in a day for washing, eating and cooking.

How many viruses can one gram of human faeces contain?

- a) 10,000
- b) 10,000,000
- c) 20,000,000

b) 10,000,000, as well as 1,000,000 bacteria, 1000 parasite cysts and 100 parasite eggs.

By how much, on average, does safe water, sanitation and hygiene education reduce mortality caused by diarrhoeal disease?

- a) 28%
- b) 70%
- c) 65%

c) 65%

The act of washing hands with soap reduces the risk of diarrhoeal diseases by how much?

- a) 40%
- b) 15%
- c) 55%

a) 40%

How many school days are lost each year due to water related diseases?

- a) 443,000
- b) 44,300,000
- c) 443,000,000

c) 443,000,000

How much does it cost to provide a person in Africa/Asia with a lasting supply of water, sanitation and hygiene education?

- a) £2.50
- b) £10
- c) £15
- d) £50

c) £15

How much water does the average European use per day?

- a) 100 litres
- b) 500 litres
- c) 200 litres

c) 200 litres, twenty times more than the average person in the developing world. The average person in the US uses 400 litres per day!

On average how many hours do women and children have to walk each day to collect water?

- a) 2 hours
- b) 8 hours
- c) 6 hours

c) 6 hours. This is a quarter of the day, and prevents women from earning a living and children from going to school.