

# Virtual Quiz Guide

You don't always need a pub in order to hold a successful quiz night. Go virtual and host your event online and you can fundraise from the comfort of your home!

## Getting ready for the event

- Decide how to host your event - there are plenty of video calling platforms that you can use (Skype, Zoom, and Google Hangouts all work great!).
- Pick a date - find a date and time that works for you and your attendees.
- Advertise the event - set up a Facebook event and invite your friends and family. By going online, people from anywhere in the world can take part. Ensure that you add information on how you will be hosting the quiz (what video call service you will be using), description of what rounds will be taking place, and of course what the all-important prize for the winner will be!
- Collect a donation from each team - once a team or individual has registered to take part, make sure that they pay whatever fee you have set for the event. You can ask them to pay by donating straight onto your Just Giving page. Easy!



## What you'll need

- Quiz questions (these are readily available by searching online)
- An answers sheet for people to copy their answers over to
- MRF t-shirt / decorations for the livestream
- Prize for the winner
- A computer with webcam and microphone

[www.meningitis.org](http://www.meningitis.org)

"It's never too late to see how you can adapt your fundraising plans to be online"

- Mike Cox, Kilimanjaro Trek

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## On the day

- Schedule reminders in the Facebook event in the lead up to the event to make sure people don't forget to tune in.
- Test your camera and audio quality to ensure people will be able to hear you clearly throughout the quiz.
- Before the quiz begins, send out an online answer sheet for everyone to fill out.
- When the quiz is ready to start, start your stream and share the link for people to join in the Facebook event. Encourage each team to discuss each questions in their group before posting their answer.
- Always repeat the questions in case people can't hear you clearly.



## Top tips

- Share the link to your Just Giving page throughout the event as people might be enjoying it so much that they are willing to donate a bit extra!
- Why not make this a weekly occurrence in order to stay connected with your friends during times of social distancing, as well raising vital funds for MRF.
- Give your quiz a theme based on the interests of your friends and family in order to make it even more engaging and fun!
- Instead of organising one event, why not hold multiple quizzes aimed at different audiences (e.g. one for your friendship group, one for your family, and one for work colleagues)

## The important bits

- Always ask for a 'suggested donation' per person (e.g. £2 each or £10 per team) rather than a set price, that way you don't have to pay any VAT!

**For more information contact  
[fundraising@meningitis.org](mailto:fundraising@meningitis.org)**

"If you make it fun for yourself then it is fairly easy to hit that final target!"

- Sarah Blanchard, Kilimanjaro Trek