



# Lifeboats

## QUIZ NIGHT

# HOW TO

Hosting a quiz is a great way to get lots of people involved with your fundraising. We have some useful materials to get you started quickly and easily. These include an event poster, question and answer sheets and suggestions for further themed rounds. Follow the simple steps below to plan your event.

### STEP 1

#### Pick a date and venue

How about holding your event at work, your local pub or social club, or just at home with family and friends? You'll need to think about how many people you would like to attract and make sure there is enough space for them, while also considering whether you can secure the venue free of charge.

### STEP 2

#### Invite people along, spread the word

Use our poster template to publicise your quiz and ask your venue if they can help you. Displaying them on noticeboards and other public places will help you to attract more people. Try using social media to tell people about the event by sharing on Facebook or Twitter - don't forget to mention @RNLI.



### STEP 3

#### Prepare for the night

We've provided a couple of rounds of questions. One round of questions with a nautical theme, one all about the RNLI plus ideas for other rounds. From current affairs to comedy and music, choose a range of themes that your participants might enjoy. You could gather some prizes to be won, perhaps there is a local business that might donate something for your winners. Then print off the answer sheets and you're ready to go.



### STEP 4

#### Collect a donation from your guests and enjoy yourself!

Suggest a donation as an entry fee (we suggest £/€10 per team of four). You could include some refreshments, or a fantastic first prize to encourage a higher donation. Bonus points could be offered for the best team name. Then simply hand out your answer sheets and let the fun begin!



### STEP 5

#### Bank your money

Pay in online at [RNLI.org/QuizNightPayIn](https://RNLI.org/QuizNightPayIn) or make any cheques payable to the 'Royal National Lifeboat Institution' and send to RNLI, West Quay Road, Poole, BH15 1HZ (UK) or FREEPOST, Airside, Swords, Co Dublin, K67 WA24 (Republic of Ireland).

#### A little extra ...

You might also want to think about anything else you could do to raise a bit more cash on the night – for example holding a raffle during the breaks, adding special bonus rounds at the end with a £/€1 donation each, or having collection boxes dotted around to encourage extra donations. For help and additional resources, please register your event at [RNLI.org/register](https://RNLI.org/register)



The RNLI is the charity that saves lives at sea

Royal National Lifeboat Institution, a charity registered in England and Wales (209603) and Scotland (SC037736).  
Registered charity number 20003326 in the Republic of Ireland



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