

How to:

Host a trivia night

Hosting a trivia night is a great way to get together a large group of people for some fun and fundraising! A little bit of planning goes a long way to make sure your guests have a great time, and your fundraising gets a big boost.

Set a fundraising goal

Think about how much you'd like to raise from your trivia night, and how you might achieve this. Perhaps it's through ticket sales, donations collected on the day or a raffle. You might also like to set up a lucky numbers board on the night!

Choose a location and date

You might like to host your trivia night at home, or reach out to local venues who might be willing to host your group. A local pub or cafe could be a great option! If you're looking at a venue, give them an idea of the number of guests you're expecting, the date and the time, and ask a few questions:

- Is there a fee to host your group? You could ask if they would waive the fee as it is a fundraising event.
- Will they have food and drinks available for purchase?
- What equipment do they have available, like a microphone or screen?

Invite your guests and promote your event

Let your friends, family and colleagues know that you are hosting a trivia night to raise funds to support cancer research at Mater. Share the date, time and location, and let them know if they need to purchase a ticket to attend. Social media is a great way to spread the word!

Prepare your questions and organise prizes

Create a mix of easy, medium and hard questions that cover a range of topics. Make sure you have a copy of the answers handy for on the night to avoid any disputes! Three rounds of ten questions is usually a good amount. Prepare paper and pens for your groups to write down the answers to the questions.

You might like to organise a prize for the winning team, like a gift card or themed item. Reach out to your network to see if you can have any prizes donated.

Host your event!

Once the logistics are organised, it's time to host your event. You'll be managing the event, including asking the questions and keeping track of the scores, engaging with your guests and collecting donations. At the end of the night, you might like to announce how much you've raised - don't forget to say THANK YOU to everyone who has supported your event.

Donate all funds raised at your trivia night to your B2GC fundraising page.