

CHILDFUND'S

**BIG**

**ASK**



# Toolkit

Everything you need to host a trivia event  
to educate children around the world!



## ChildFund's Big Ask Toolkit

Thank you for registering to host a trivia event for ChildFund's Big Ask, in support of ChildFund Australia. You are part of a team of incredible hosts who have taken on this challenge to give a child an education.

We're here to help you every step of the way. We have developed a series of materials to make your night easy and loads of fun.

In ChildFund's Big Ask Toolkit you have all the steps you need to host a great night with your friends, family and colleagues.

Your support is invaluable. By taking part in ChildFund's Big Ask, you will truly be making a difference to the lives of children living in poverty.

### Steps to hosting your trivia event



1

**Set a date**  
and register



2

**Invite**  
everyone



3

**Plan**  
every detail



4

**Host**  
your trivia



5

**Celebrate**  
your success!

## 1 Set a date and register

You can host your event any time so you can plan around your busy calendar and choose a date that works for your venue.

You'll then need to select a venue – work and school events are easy as you can use a meeting room, classroom or hall. For a social event, you should contact local bars, clubs or even restaurants – you can usually secure a free venue as you'll be bringing many people who'll eat and drink during the night.

Then you'll need to register your event with us. Visit [www.childfundbigask.org.au/register](http://www.childfundbigask.org.au/register) and complete your details. You'll automatically be given a fundraising page so you can start collecting donations before your event and on the night too. Be sure to include the essential information about your event on your page, such as: date, time, venue and team size.



### TIP: Recruit helpers

You might be able to host a trivia event alone, but it won't be as much fun as organising it with a few good friends. Ask for help to organise the night and get some help for the event itself – we think you should accept all the help you can get!



## 2 Invite everyone

When your fundraising page is set up and includes all the details of your event, it's time to start inviting everyone you know. Share the link to your fundraising page with everyone and ask them to organise a team. We recommend teams of 6-10 players for events with more than 40 people. For smaller events, teams of 2-4 players will work better.

Generally, the best way to promote your event is via email but you may also consider creating an event on Facebook, communicating through your workplace newsletter or posters in your local coffee shop. And don't forget to use the telephone - go old school call your closest mates to make sure they are coming to your trivia event.

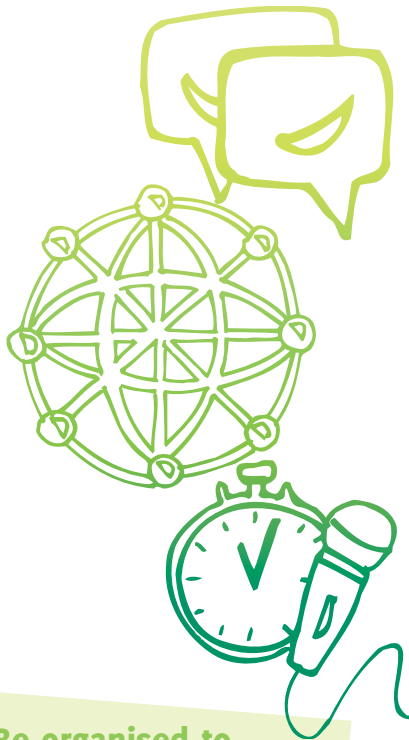
Promoting your event is THE most important part of making it a success. At the back of this toolkit you'll find links to download more resources for your trivia event.

### TIP: Invite everyone multiple times

Don't be concerned if you have to send the invitation to the same people repeatedly. It's easy to overlook an email or forget when you need to RSVP, so be prepared to send it a few times to get results.

## 3 Plan every detail

While everyone is getting their trivia teams together and making donations, you'll have a few weeks to finalise the details of your trivia event. There are loads of ways you can make it fun, such as adding some games to fill the breaks while you are marking the answer sheets. To ensure your event runs smoothly, here are the areas you should focus on:



### TIP: Be organised to have fun at the event

Take the time to create a run sheet and plan every last detail of the event so that you can let go and relax with the knowledge that you've organised everything possible. Follow the steps in this toolkit and you'll have all the details covered!

## A Find some helpers

At the event you'll need to fill a few roles, including:

### Door person

This person will tick off trivia players as they arrive and collect donations on the door. Set up a laptop at the door to take credit card donations directly to your fundraising page. The door person can also direct people to their tables.

### Trivia host

The trivia host needs to be fun and funny, as well as confident on the microphone. During the breaks they will have to mark the answer sheets – depending on the size of your group, they might need a hand to ensure the break isn't too long.

### Games host

You'll need someone energetic to keep people entertained and engaged in the break-time games. Games can take up the entire break, but remember some trivia players might like a few free minutes to grab a drink or go to the bathroom.

You may choose to take on one or more of these roles yourself, but remember people will enjoy helping you out.

## **B** Plan the event

Write a run sheet for the event. You'll need to allow time for arrival, welcome messages and sufficient time for answering questions and marking answer sheets. Here is an example of a run sheet for a trivia event:



- 7.00pm** Arrival time. Check off names at the door and assign seats.
- 7.30pm** Welcome message – thank trivia players, tell them a bit about ChildFund and how funds raised from the event will help educate children living in developing countries, and what will happen during the event.
- 7.35pm** Introduction from the trivia host – welcome and rules.
- 7.40pm** Start trivia round 1 – 10 questions.
- 8.00pm** Finish round 1 and collect answer sheets.
- 8.05pm** Game 1 (e.g. Heads or Tails) and mark answer sheets.
- 8.20pm** Start trivia round 2 – 10 questions.
- 8.40pm** Finish trivia round 2 and collect answer sheets.
- 8.45pm** Game 2 and mark answer sheets.
- 9.00pm** Start trivia round 3 – 10 questions.
- 9.20pm** Finish trivia round 3 and collect answer sheets.
- 9.25pm** Game 3 or draw raffle.
- 9.40pm** Announce winners – give out winner certificates (and prizes if you have them) and return answer sheets with final scores.
- 9.55pm** Wrap up and thank your guests.

## C Decide on some games (optional)

We have created a list of games that you can include in your trivia event. Visit [link](#).



## D Prizes (optional)



Depending on how big your event is, you might like to secure some prizes for your winning teams. We suggest approaching local businesses to ask for their support – great prizes could include a voucher from a local restaurant or coffee shop, chocolate, wine, movie tickets etc. Remember, people are attending to support you and children in need, so they won't expect big prizes.

Depending on how you go with securing prizes, you may just have a prize (or prizes) for the team who wins your trivia event or you could go as far as first, second and third prizes. Match the prize value to the winning order or have all the prizes on display for the winners to select what they would like to take home.

## E The final touches

### Questions and answer sheets

We've provided you with a huge list of questions, now all you need to do is decide how many questions you'll ask. You'll need to allow at least 20 minutes for 10 questions and more time for marking the answer sheets. A two and a half hour event will give you enough time for 3 rounds of 10 questions – plus games.

### Room set-up

Consider team sizes and the number of tickets sold to plan the layout of your event. You should assign teams to their tables either as people enter or place their names on the tables.

### Create the teams

Some people will fill a whole team, others will be happy to play in smaller groups or to be paired up.

### Speech

If you are planning to make a speech to start or close the event, write it out and practise. You might like to use some of the messaging from the About ChildFund's Big Ask web page. Go to [www.childfund.org.au/about-big-ask](http://www.childfund.org.au/about-big-ask). If you sponsor a child with ChildFund, you could also tell people about your sponsored child and what child sponsorship means to you.

### TIP: Decorate your tables with flyers

**Click here** to download a flyer for ChildFund's Big Ask. Print some for each table. Your event will look professional and it will also remind people why they are attending your event.



## 4 Host your trivia

At the event there are a few things you'll need to do:

### Thank everyone who helped you

Thank your fundraising team, those who donated prizes and people who brought many friends to the event with them.

### Tell everyone what they are supporting

Tell everyone how they have made a difference by attending the event. They might have heard it before but it will make them happy to remember how they are helping children who live in poverty.

### Don't forget to have fun!

You'll have worked hard to organise your event so do your best to relax and enjoy it.



## 5 Celebrate your success!

Once you have recovered from your event, you'll need to count the cash donations you have received and donate them on your fundraising page. Be sure to update the message on your page to thank those who attended and share a bit about your event with those who couldn't make it.

Share the link to your fundraising page one last time with everyone so they can see how much you raised.

We'd also love to share your story of participating in ChildFund's Big Ask with other supporters. Please send photos and details of how your trivia event went – we'll be delighted to hear all about it.

## You're not alone!

If you need any assistance info we are just a phone call away to help you succeed. Call 1800 023 600 or email [info@childfund.org.au](mailto:info@childfund.org.au)





## ChildFund's Big Ask Trivia Resources

To make your event really easy to organise, use these resources. Click on the icons to download each resource.



**Register your event**

Download



**Flyer for your event**

Download



**Tips to promote your event**

Download



**Press Release**

Download



**Winner's Certificates**

Download



**ChildFund's Big Ask Logo**

Download



**Invitations & Posters**

Download



**Social Media Images**

Download



**Games & Fun Ideas**

Download

Questions and answers will be emailed to all registered hosts. Register your event at [www.childfund.org.au/registerbigask](http://www.childfund.org.au/registerbigask)