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A step by step guide to holding your own quiz

Everyone loves a quiz, especially on a cold winter's night. A quiz is also a great social event which promotes teamwork out of the office. The lure should not only be the prize on offer, but the "friendly" competition among friends and colleagues! Here is a simple step by step guide to getting involved.

Step One: Securing a suitable venue

Ask a local pub or other venue to donate a room for you to hold a fundraising quiz. Don't forget to explain that it's for a charity fundraising event - tell them a little bit about Macmillan Cancer Support and that the quiz is in aid of the charity, so that they will consider giving it to you cost free.

Ask the maximum number of people the venue can hold and arrange a mutually convenient date for the event to take place. Also, check whether the venue has a public address system i.e. microphone and speakers, available for you to use on the night.

Step Two: Securing prizes

Think about what you could offer as a winning prize, preferably something that can be shared among team members. Approach client contacts or local companies and ask them to donate suitable prizes. Also, think about securing some prizes to run a raffle on the night, helping to raise even more funds. Make sure you have a book of raffle tickets, sold at WH Smiths and other stationary shops, so that you can sell the stubs.

Local companies that you may want to approach could be:

- restaurants and pubs for meal and drink vouchers
- spas or beauty salons for treatment vouchers
- retailers for products or vouchers.



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Step Three: Designing the quiz

We have provided all that you need to put on your own quiz which include questions sheets and quiz rounds. If you'd like to create your own questions or tweak the ones that we've provided, online search engines or pub quiz books can be a great source of inspiration.

Don't forget to bring along the answer sheets with one for each team per round and plenty of spares left over. Decide on the size of teams and set an upper limit of members per team (we recommend six). You may have to set an upper limit of numbers of teams that can take part, if space is limited. This could be an

additional promotional tool, e.g. limited number of teams; first come, first served.

Step Four: Promoting the quiz

Think about who you want to invite work colleagues, friends and family plus all their contacts what about teams from other local groups and local companies etc.

Also, think about using your work intranet, e-mail internal newsletters, posters in local shops and notice boards and any other medium available to promote the event – and don't forget to tell people about how their participation in the quiz will help people affected by cancer, not to mention the fun they'll have!

Once you have completed your quiz, why not shout about the fantastic work that you've been doing by filling out the press release template available and promoting it to your local newspapers.

Step Five: Raising funds through your quiz

Set a price per person. Consider how much you would like to raise from the event minus the costs incurred - £5 per person would seem reasonable for the first time, or more if your venue offers a complementary drink per person.

Also, think about how you could raise additional money on the night. Potential activities include:

- match-funding. Ask your employer if they will match any funds raised through the quiz
- a raffle. This is a great way to raise additional funds (see where to source prizes above)



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- charging people for food or drink (approaching supermarkets or restaurants for donations) depending on where you are holding your quiz
- asking pub landlords if they are willing to pass on some of the profits made on the food and drink sold to your participants.

Please ensure that you are safe when carrying around cash.

Step Six: On the day!

You are now ready to put your plans into action and run your quiz. You will need someone to be a "Quiz Master" – a confident public speaker is best. You may also want to recruit helpers who will act as scorers and raffle ticket sellers.

Think about how long you want the quiz to take and when you want breaks. We would recommend running the quiz along the following lines:

1. Ask each group to think of a team name
2. Hand out the answer sheets
3. Read the quiz questions one round at a time
4. Get teams to swap their answer sheets, mark each others', and then hand them back. If you have a chart at the front, fill it in with the various scores
5. After the first rounds, have a break for drinks to be topped up and half-time scores to be given! This may also be an appropriate time to run any additional fundraising activities such as a raffle.
6. Add up the totals at the end and award the prize to the winning team. It may be a nice idea to have prizes for first, second and third places, and maybe even a booby prize!

Please extend a huge thank you from Macmillan Cancer Support to all who participate, and thank you for organising the event. If you have any questions then please contact your local Fundraising Manager.

**FOR ONE
NIGHT ONLY**

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Master Sheet

Round 1: Geography

Question

Answer

- | | |
|------------------------------------------------------------------------|-----------------|
| 1. Which is the world's northernmost capital city? | Reykjavik |
| 2. Which is Europe's second largest island after Great Britain? | Iceland |
| 3. Where is over 90% of the world's fresh water supply located? | Antarctica |
| 4. Which South American country shares its name with a nut? | Brazil |
| 5. What South American city does an 82 foot statue of Christ overlook? | Rio de Janeiro |
| 6. What sea does the Danube empty into? | The Black Sea |
| 7. What is the capital of Portugal? | Lisbon |
| 8. What was the four letter name of Thailand before 1949? | Siam |
| 9. What vegetable takes its name from the capital of Belgium? | Brussel Sprouts |
| 10. Which is the only independent state smaller than Monaco? | The Vatican |



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Master Sheet

Round 2: Entertainment

Question

Answer

1. Who played the role of Hana in the movie "The English Patient"?
..... Juliette Binoche
2. In the movie "Four Weddings and a Funeral", which character dies?
..... Gareth
3. What is the name of Dr. Evil's cat in the movie "Austin Powers:
International Man of Mystery"?
..... Mr. Bigglesworth
4. What is the name of the school in the 1989 movie "Dead Poets Society"?
..... The Welton Academy
5. What is the nickname of Andy's prison buddy in
"The Shawshank Redemption"?
..... Red
6. Who both wrote and starred in the 1996 movie "From Dusk Till Dawn"?
..... Quentin Tarantino
7. Who provided the voice for Mickey Mouse from 1928 to 1946?
..... Walt Disney
8. In the movie "Interview with the Vampire", what gift does Lestat give to
Claudia every year?
..... A doll
9. What female singer is discussed at the start of the movie "Reservoir Dogs"?
..... Madonna
10. What Stanley Kubrick movie was hyped: "In Vietnam the wind doesn't
blow, it sucks"?
..... Full Metal Jacket

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Master Sheet

Round 3: Arts & Literature

Question

Answer

1. What kind of creature is Mowgli's enemy Shere Khan in "The Jungle Book"? Tiger
2. Whose best-selling diary was written by Helen Fielding? Bridget Jones's
3. What term is used to describe the art of folding paper sculptures? Origami
4. How many spikes are there on the The Statue of Liberty's crown? Seven
5. How many ghosts appear to Scrooge in Dicken's A Christmas Carol? Four
6. Who wrote "The Hunchback of Notre Dame"? Victor Hugo
7. What English writer died on the on the same date as Spanish author and poet Miguel de Cervantes? William Shakespeare
8. Who created Jason Bourne? Robert Ludlum
9. What mythical creature was born from the blood when Perseus chopped off Medusa's head? Pegasus
10. Who had the Ring immediately before Bilbo took it in "The Hobbit"? Smeagol



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Master Sheet

Round 4: General Knowledge

Question	Answer
1. How many dots are there on a pair of dice?	Forty-two
2. What does an archer carry his arrows in?	A Quiver
3. How many beans of coffee are needed to make an espresso?	42
4. What cartoon legend became the first licensed lunch box character back in 1935?	Mickey Mouse
5. Which beverage was promoted during the 1990s by three frogs croaking out its name?	Budweiser
6. When an entree is prepared "en brochette", how is it served?	On a skewer
7. How many coloured squares are there on a Rubik's Cube?	54
8. When was Coca-Cola first introduced?	1886
9. What was the official language of England for over 600 years?	French
10. What is a group of crows called?	A murder

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Master Sheet

Round 5: Science & Nature

Question

Answer

- | | |
|----------------------------------------------------------------------------------------------------------------------------|-----------------|
| 1. What is permanently-frozen subsoil called?
..... | Permafrost |
| 2. What is the longest and heaviest bone in the human body?
..... | Femur |
| 3. What is the only mammal with four knees?
..... | The Elephant |
| 4. What poisonous spider can be identified by a small red hourglass-shaped marking on the underside of it's body?
..... | Black widow |
| 5. What is the common name for the fruit Citrus grandis?
..... | Grapefruit |
| 6. What bird lays the largest eggs?
..... | The ostrich |
| 7. What is the standard of strength of distilled alcoholic liquors called?
..... | Proof |
| 8. What was the name of the very first Space Shuttle?
..... | Columbia |
| 9. How long does it take for light from the Sun to reach Earth?
..... | About 8 minutes |
| 10. What ancient creature took its name from the Greek words for "terrible lizard"?
..... | Dinosaur |

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Master Sheet

Round 6: History

Question

Answer

1. How many of the seven wonders of the ancient world still stand? One - the Great Pyramid of Giza
2. What was banned in the US under the terms of the 21st Amendment? Alcohol
3. How many dogs survived the sinking of the Titanic? Two
4. Which of Henry VIII's wives was the only one to bear him a legitimate, surviving son? Jane Seymour
5. Whose 1939 nomination for the Nobel Peace Prize was retracted in February of that same year? Adolf Hitler's
6. What country gave the Statue of Liberty to the US? France
7. What city was R.M.S. Titanic built in? Belfast
8. What country suffered the worst two earthquakes in history, killing 830,000 in 1556 and 750,000 in 1976? China
9. What Eastern European city was the last city to be liberated in World War II? Prague
10. What structure was 26.5 miles long until 1989? The Berlin Wall



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Master Sheet

Macmillan Quiz Tie Break Question

Question

How much was the most expensive chocolate bar sold at auction?

Answer

A 100-year old Cadbury's chocolate bar which went on Captain Robert Scott's first Discovery expedition to the Antarctic. It was bought for £470 (\$687) by an anonymous buyer at Christie's, London, UK on 25 September 2001.



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Quiz Answer Sheet

Team Name:

Team Members:

Round 1: Geography

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Round 2: Entertainment

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Round 3: Arts & Literature

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Round 4: General Knowledge

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Round 5: Science & Nature

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Round 6: History

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Total Score

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CONGRATULATIONS

**'For One Night Only,'
Quiz winners**

At
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UNLUCKY

**Not such Wise Old Owl's of the
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At
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