

## Organising your WaterAid quiz

Your fundraising toolkit



### Prepare the toilet humour, it's question time!

Whether your quiz will take place at school, at the pub or in the office, we've got lots of tips for making it a fundraising success.

#### When and where

The first thing to do when planning your quiz is to decide on a venue. If you want it to be after hours at the office or as part of a charity day at school, make sure you ask permission first. If you want it to be in one of your local pubs, pop in and ask to speak to the manager. They might let you host your own in the pub, or give you a room free of charge as a donation. If they can't let you run your own quiz, perhaps they could add a WaterAid round to their regular quiz night and donate some proceeds to WaterAid - it's always worth an ask! You can then choose your date based around your venue and what suits audience. Generally mid-week works better than on a weekend, and on the right side of payday when people are feeling generous.

#### Tell the world

Once your date and venue is all sorted, start spreading the word. We recommend that you start publicising your quiz at least a month before it takes place. Why not put together a poster for it and email all your friends and colleagues? We'd also recommend advertising it through social media channels. Depending on the size of your quiz, you could also try and get a bit of local press coverage using our template [press release](#).

#### Getting organised

It's always good to have a helping hand, so try to enlist some friends and family to help you during the day of the quiz. Invite a friend with a great sense of humour and some showbiz pizzazz to be the quizmaster, and ensure they are fully briefed beforehand. If you need a microphone or any additional props, make sure this is all organised

with the venue. Finally, have a think about how the event will raise money, the easiest way would be to charge everyone a certain amount to take part. It might help to have a prize for the winning team as an incentive to get involved - everyone loves a bit of competition!

#### The questions

If you need some inspiration when writing your quiz, there are loads of ready-made quizzes online. If you can, do give your quiz a WaterAid twist by adding some toilet humour - like our personal fave: 'Which British monarch died by falling off the toilet?' Answers on a postcard please! We have plenty more loo-themed questions, so free to get in touch if you'd like some more ideas.

#### Paying in your money

When organising your quiz, you can either take payments in cash or ask your audience to pay through [JustGiving](#). If you're using JustGiving, check out our tips on [how to make the most of your page](#). If you decide to take cash, you can [send us a cheque](#) or [pay the funds in directly](#) through the WaterAid bank account. Let everyone know how much your quiz has raised once all the money is counted, so they know how much of a difference their support has made.

#### Need a hand?

Give us a tinkle! If you're in need of a bit of guidance or want to chat about your fundraising, give us a call on 020 7793 4594 or pop us an email at [events@wateraid.org](mailto:events@wateraid.org). We'd love to hear all about how you get on, so do keep us posted on how you get on through [Facebook](#), [Twitter](#) and [Instagram](#).

#### Need some resources?

Get in touch and we can send you some WaterAid goodies, including balloons, bunting, banners, t-shirts and leaflets. These are especially useful if you're taking photos of the quiz. Remember to send any photos over to us, we'd love to see them!