

Your fundraising toolkit

Organising your WaterAid quiz

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 your audience.

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 sharing it on social media.

Depending on the size of your quiz, you could also try to get local media 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're fully briefed beforehand.

If you need a microphone or any additional props, make sure this is all organised with the venue. Finally, 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!



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 [guide to setting up a fundraising page](#).

If you decide to take cash, you can [send us a cheque](#) or [pay the funds in directly online](#).

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 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!



Need a hand?

If you'd like any more 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.

We'd love to hear all about how you get on, so please do keep us posted on **Facebook, Twitter, Instagram and TikTok**.

