

The logo for the National Literacy Trust, consisting of a red square with the text 'National Literacy Trust' in white, overlaid on a larger, semi-transparent square with a gradient from purple to yellow.

National
Literacy
Trust

A vast, atmospheric landscape of jagged, blue-tinted mountains under a dark sky with a full moon. The mountains recede into the distance, creating a sense of depth and mystery.

The ***MOSTLY HARMLESS*** Quiz

HOST GUIDE

Here is your guide to putting on
an out-of-this-world quiz



MOSTLY HARMLESS

Host quiz pack

Thank you for supporting the National Literacy Trust by hosting a Mostly Harmless quiz. Hosting a quiz night, or series of quizzes, is a fantastic way to test and demonstrate your love of science fiction and fantasy genres whilst supporting the charity. We rely on the generous support of individuals, communities and businesses such as yourselves to continue our vital work in transforming children's lives through literacy.

Plan your own Mostly Harmless quiz night

Organising a quiz night takes a bit of preparation, but it's a great way to bring like-minded sci-fi and fantasy fans together! With our Mostly Harmless questions all ready set (and tested), you just need find the venue and quizzers!

In this pack you will find everything you need to set up a quiz, You should have already received a link to our bank of questions but if not, please contact **fundraise@literacytrust.org.uk** or call 020 7820 6254.

ORGANISING YOUR QUIZ:

a step by step guide



Your venue

You could hold your quiz anywhere from your local pub or bar, to a community centre, church hall or even your office.

Think about how many teams you think you might be able to recruit and make sure there is enough space.

Make sure that when everyone is seated they will have a clear view of the quiz master.

Make sure the space is shut off from any activity that might create noise interference.

Try to find somewhere which is easily accessible.



Your date

Pick a date that suits you, but make sure you allow yourself plenty of time to advertise your quiz and recruit as many teams as possible.

Think about the day you hold your quiz on. People often prefer not to go out on a Monday, and are more likely to have plans later in the week. Tuesday or Wednesday work well for quiz nights.

Make sure there are no other major events happening on the day. You don't want to compete with a major sporting or social event.



Spreading the word

Posters and flyers, which you can edit yourself, are available from the Mostly Harmless page on our website. Or you can create your own.

These should include the following:

- * Venue
- * Date
- * Time
- * Booking details and link (if available online)
- * Costs of tickets
- * Theme rounds
- * The 'supporting the National Literacy Trust' logo
- * The charity number – 1116260 (England and Wales)
SC042944 (Scotland)

Use your social media networks to get the word out as far and wide a possible. We recommend that you aim for at least 20 players to make the evening a success, so encourage everyone you know to talk about it and come along on the night. We also suggest a maximum of eight team members.



Quiz people

It is possible to run a quiz on your own, but it will be easier and much more fun to recruit a few people to help make the evening a success.

We recommend forming a committee of two to eight science fiction and fantasy fans to help with the organisation of the quiz. Set up a couple of meetings, one to plan the content of the quiz as well as a marketing strategy and a second one, nearer the time to decide the final format for the evening.

For the night itself, you need to consider different roles for your committee members. Maybe recruit a few friendly volunteers if you need an extra hand.



Roles to consider:

Coordinator/Committee chair – This is a pivotal role in ensuring the event is a success. The coordinator should be responsible for pulling all the details together, leading committee meetings, allocating roles and communicating with the National Literacy Trust.

Treasurer – The treasurer is responsible for coordinating all expenditure and income. They will also be responsible for paying the money raised to the National Literacy Trust after the event.

Marketing co-ordinator – Everyone in your committee should be responsible for spreading the word amongst their networks, but the marketing co-ordinator will take a lead in both online and print marketing. This could mean speaking to local radio stations, newspapers and magazines, as well as posting to local area focussed Facebook groups, etc.

Registration – If your teams have all pre-paid, this can mean just ticking them off the list and directing them to the quiz room. If people are paying on the day, your registration team will need to take payments, keeping a note of income as it comes in.

Quiz master or masters – This is a demanding role suited to a great public speaker. We recommend having different quiz masters for each round. This means that one person isn't occupied all night and it gives other committee members the opportunity to hold the room on their favourite topic!

MC – If you are having multiple quiz masters, we recommend that you appoint an MC, this could be one of the quiz masters or a sole role. The key role of the MC is to warm up the room and share important information about the evening. This role is perfect for someone who is a born entertainer and we recommend preparing beforehand with a few jokes and anecdotes to warm everyone up. The MC will also be responsible for giving an overview of the evening and sharing any rules.

Scorers – Depending on what marking method you use you will need a team of scorers to tally up answer sheets and keep a note of team progress.

Raffle ticket sellers – If you have secured raffle prizes, you'll need to encourage people to buy tickets. This is a great way to get around the room and chat to everyone.

FURTHER PLANNING

Pricing

How much you charge for tickets is up to you. You need to take into account how much you would like to raise for the charity and whether you are willing to take the cost of hosting a quiz on yourself or if you will use income from ticket sales to cover your costs. If you choose the later, please ensure that any publicity you produce states that **profits** from the event will be donated. If you are covering the costs yourself, state that you will donate **100% of the proceeds** from the night to the National Literacy Trust.

To help decide how much to charge, research what other quizzes charge in your area. As this is a charity event, people will often be willing to pay slightly higher than usual.

You will need to take into account what other costs you may incur. Below are some examples:

Venue hire

Most pubs and bars will allow you free use of their private spaces in return for a minimum spend at the bar, and this will vary by venue. Certain venues may also ask for a deposit beforehand.

You could consider offering a free drink with each ticket. Most pubs and bars will be able to work with you on this, and you will be able to charge more for a ticket. Alternatively, you could include food or other any other gift that you have been able to source in bulk.

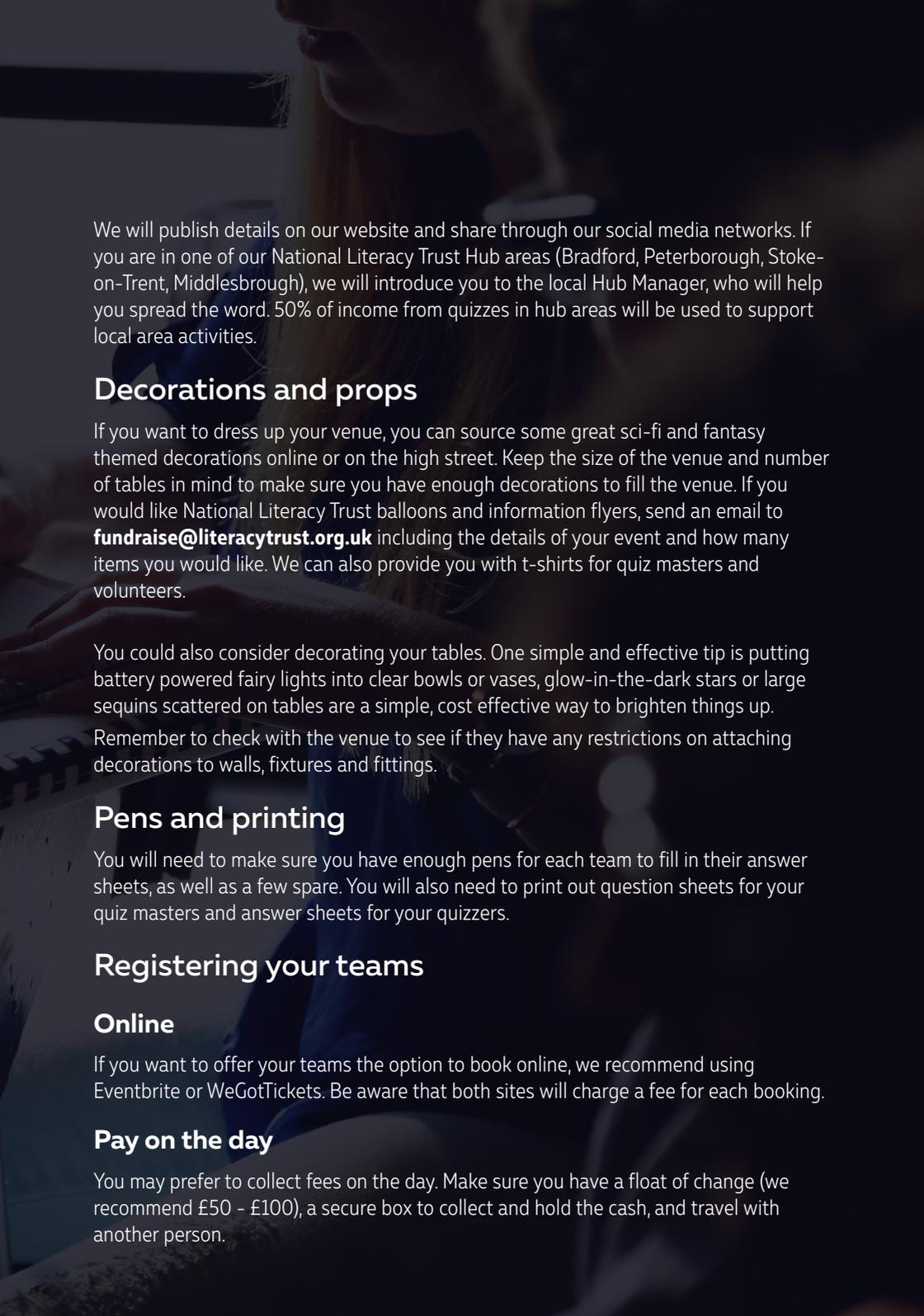
Marketing

If you are only marketing your event online, marketing costs can be minimal. If you choose to print posters and/ or flyers, shop around for the best deal you can find on printing in bulk.

The National Literacy Trust website

Let us know about your event via email to fundraise@literacytrust.org.uk with the following information:

- ✳ Name (if other than Mostly Harmless)
- ✳ Date
- ✳ Venue
- ✳ Theme
- ✳ How to book – please include links to any online booking page
- ✳ A short description (no more than a few sentences)



We will publish details on our website and share through our social media networks. If you are in one of our National Literacy Trust Hub areas (Bradford, Peterborough, Stoke-on-Trent, Middlesbrough), we will introduce you to the local Hub Manager, who will help you spread the word. 50% of income from quizzes in hub areas will be used to support local area activities.

Decorations and props

If you want to dress up your venue, you can source some great sci-fi and fantasy themed decorations online or on the high street. Keep the size of the venue and number of tables in mind to make sure you have enough decorations to fill the venue. If you would like National Literacy Trust balloons and information flyers, send an email to fundraise@literacytrust.org.uk including the details of your event and how many items you would like. We can also provide you with t-shirts for quiz masters and volunteers.

You could also consider decorating your tables. One simple and effective tip is putting battery powered fairy lights into clear bowls or vases, glow-in-the-dark stars or large sequins scattered on tables are a simple, cost effective way to brighten things up.

Remember to check with the venue to see if they have any restrictions on attaching decorations to walls, fixtures and fittings.

Pens and printing

You will need to make sure you have enough pens for each team to fill in their answer sheets, as well as a few spare. You will also need to print out question sheets for your quiz masters and answer sheets for your quizzers.

Registering your teams

Online

If you want to offer your teams the option to book online, we recommend using Eventbrite or WeGotTickets. Be aware that both sites will charge a fee for each booking.

Pay on the day

You may prefer to collect fees on the day. Make sure you have a float of change (we recommend £50 - £100), a secure box to collect and hold the cash, and travel with another person.

YOUR QUIZ FORMAT

You can either use our ready-made quizzes from the Mostly Harmless Zone on our website, or use question bank to design your own quiz – please feel free to add your own questions to this we only ask that you do not alter any questions that are already available.

ROUND

1

Number of rounds

We recommend six to eight rounds. Eight rounds including a picture and creative round (more in this later) should last around 2.5 to 3 hours including a comfort break.

Picture rounds

The picture round is a great way to ease the teams in whilst waiting for everyone to arrive. Make sure your picture round is printed in colour. You can find ready made picture rounds in PDF format in the Mostly Harmless zone, or feel free to get creative yourself.

Creative round

A great way to take a break from questions is to hold a creative round. You don't have to spend a lot for this, simply provide some base material, tin foil works brilliantly, and set teams a challenge to create something related to the theme of the quiz. If you are specialising in Space Operas, why not challenge them to create their own spaceship? If you want to get more detailed, why not source some second hand Meccano or Lego to bring out the inner kid in your quizzers!

Sound round

Another way to change up the atmosphere in the room is to hold a sound round. You can get really creative here, challenging your quizzers to identify particular sounds from a movie or maybe the first bars of a theme tune. You will need access to a speaker or PA system that can connect to your phone or device to project the sounds.

If you really want to step up your sound round, why not get some musical friends to play the sounds on their instruments or if you want to be particularly devious, play theme tunes or associated music on a Kazoo!



Scoring

Make sure you have enough pre-printed answer sheets for all teams as well as a few back up copies. You can find examples on in the Mostly Harmless Zone on our website. If you have a varying number of questions in different rounds, make sure your score sheets reflect this. We recommend giving each team a pack of sheets at the beginning of the quiz, one for each round. Make sure there is space at the top of the sheet for quizzers to include their team name.



Joker

A Joker card is a great way to help teams build up their points. Teams declare they are using their Joker before the round starts. You can either choose to let teams double all the points they make on that round or, if you want to be particularly tough, only double their points if they get 100% right on that round.



Marking answer sheets

There are two ways to score the quiz, either get teams to swap sheets or collect sheets and have a team of scorers. Both methods have their pros and cons. By asking teams to swap sheets is more interactive - as you are calling out the answers, teams can work out how they have done as you go along. The process is open to dispute though, so be prepared to mediate. Make a decision beforehand on whether you will award half points for half answers etc. Using a team of scorers is less open to controversy and much quicker, as scorers can mark answers whilst the next round is being called, but it requires more volunteers and is less interactive for your quizzers.

Whichever scoring system you chose, it is a good idea to ask a few volunteers to tally up the scores at the end of each round. You can announce the scores after the break, or you could have a large board or screen showing the running total.



The winners

How you award your winners is totally up to you, but as this is a charity fundraising events, offering a cash prize is not usually necessary. There are lots of ways you can source prizes. Speak to the venue as they may be able to offer a drinks token or a bottle of champagne for the winning team. A trophy for the winners often goes down well. These can be purchased at low cost from online retailers or from local shops such as key cutting outlets, who may offer an engraving service. Local businesses might be also be able to donate stock or vouchers for prizes.

Other prizes

Spot prizes

If you have been particularly successful in sourcing prizes, why not hold spot prize give-aways? These can take the form of a spot question posed between rounds, with prizes awarded to the first correct answer.

Best dressed

Challenge your quizzers to dress up for the evening with a prize for the best dressed team.

Best mascot

If dressing up sounds too much, why not challenge your teams to bring a mascot with them appropriate to the theme.

Best team name

The team coming up with the best team name wins a prize.

Hold a raffle

A great way to raise extra funds for the charity. Speak to local businesses to ask for donations. You can sell tickets for whatever you think is an appropriate amount based on the value of the prizes on offer.

AFTER YOUR EVENT

Congratulations on your a successful event! What are your next steps?

Thank your guests

If you have their contact details, make sure that you send a message to all your guests, thanking them for coming along and letting them know how much you raised for the National Literacy Trust. If possible please do include a link or information about the charity in case anyone wants to find out more about us and our work.

Paying in your money

The quickest and simplest way to pay in your money is through our website at literacytrust.org.uk/donate/. Click 'make a single donation' and please mention that you held a Mostly Harmless quiz in the 'reason for donating.' This will help us quickly identify the income and for the events team to be able to confirm with you that it has been received.

You can also pay in via BACs transfer. If you would like to use this method, please send an email to fundraise@literacytrust.org.uk requesting our bank details.

We also accept cheques made payable to the National Literacy Trust. Please send these using our freepost code, for the attention of the Fundraising Department to:

The National Literacy Trust
Freepost RRLH-HGXT-ZSJB
68 South Lambeth Road
London
SW8 1RL

Please include a note with the cheque confirming that it is funds raised from holding a Mostly Harmless quiz.

Please do not send cash in the post. If you have collected entry fees and other income in cash, please deposit these in your bank account and transfer the appropriate sum to the National Literacy Trust via one of the methods above.

Thank you for your incredible support and please do not hesitate to get in touch you have any further questions.





Changing life stories