



ROY CASTLE'S
CLEVER CLOGS
intro pack!

steps to hosting your quiz

step one

Choose a date for your quiz and its venue:

- At home
- The pub
- Virtual

step two

Let people know about your quiz:

- Inform your friends & family
- Share on your social media
 - Tell your colleagues

step three

Which quiz are you going to use?

- Roy Castle's Clever Clogs Quiz
- You may be an experienced quiz master and wish to use your own

step four

Before your quiz consider:

- Do you need refreshments?
- Do you need equipment such as pens or paper?
- Any props or equipment for any games?

step five

Enjoy yourselves!

Have fun and let's get quizzical!

how do I fundraise?



There are so many ways you can fundraise during your quiz - see ideas below:

- **Entrance fee:** You may want to charge your guests/contestants for taking part in your quiz. This cost is entirely up to you; the suggested cost is between £3-£10.
- **Getting your monies to us:** We can provide you with collection tins and you can send these funds back to us via cheque or bank transfer. You can send us a donation of your choice using these details: Roy Castle Lung Cancer Foundation, sort code: 20 51 43, acc. number: 20861855. Please use your name or 'CQuiz' as reference.

Encourage contestants and others to set up a Just Giving page (tips on this in next slide) too!

- **Raffle:** Do you have any old Christmas presents lying around? Why not include them as prizes for a raffle at your quiz.
- **QR Code:** Offer a QR code for your guests – you can request this from the Roy Castle team. Once scanned, this code takes you to our donation webpage.
- **Facebook fundraiser:** Set up a Facebook fundraiser to let others know about your quiz, and give them the option to help you.

JustGiving™

We recommend using Just Giving when setting up your quiz.
It can be shared across all social platforms,
so you can receive donations from people outside your quiz event.

Funds raised can be transferred to Roy Castle Lung Cancer Foundation simply and efficiently.
It's paperless and easy to donate if you don't carry cash.

Setting up a page is quick and straightforward - if you require any assistance,
get in touch with a member of the Roy Castle team, or visit:

[www.justgiving.com/fundraise/how-to-fundraise/
how-to-create-a-fundraising-page](http://www.justgiving.com/fundraise/how-to-fundraise/how-to-create-a-fundraising-page)

let's go digital - set up your quiz online!

Remember, hosting the quiz at a venue isn't your only option!

There are now easy and convenient ways to host your quiz online which may make organising the quiz even easier. It can also be used as a method for people who cannot attend the evening to "phone-in" to the quiz and attend virtually.

There really are no rules for how you set up your quiz.
However you think you can make the evening a success and easier for everyone to enjoy, you decide.

READY FOR A

QUIZ?

FAQs

How much should I raise?

Every penny raised for us makes a massive difference. We suggest charging each contestant to take part, a fee somewhere around £3-£10 per head.

How can I represent Roy Castle?

You can request T-shirts, banners, posters, collection tins, pens etc. by emailing: community@roycastle.org

Which video platform would you recommend?

We recommend Zoom or Teams as they are easy to set up – they even come with video tutorials on how to do it. Whichever platform you use, make sure to check how much time you have per session as services like Zoom often automatically disconnect after an hour.

Trouble finding a venue?

Don't worry if you can't find your local pub, community centre, or function room. Sometimes just quizzing from home works perfectly well.

What are the charity's bank details?

Roy Castle Lung Cancer Foundation

Account number: 20861855

Sort code: 20 51 43

Reference: Your name/CQuiz

How will I be informed you have received my donation?

One of our fundraising officers will confirm receipt via letter or email.

How can I tag the charity on social media?

Twitter: @Roy_Castle_Lung

Instagram: @RoyCastleLungCancer

Facebook: roycastlelungcancer

I need to speak to a staff member

Please feel free to call us on **0333 323 7200**

Say that your query is about creating a quiz and ask to be passed on to our fundraising department

- Run through the quiz beforehand
- Have you supplied contestants with pens and paper?
- Familiarise yourself with your chosen venue if necessary
- Make a note of all the teams taking part
- Take your time, speak clearly
- Yes, you CAN repeat the question
- Read the answers clearly at appropriate times
- Take a break, have refreshments and chat to your guests and friends
- Announce your winner. Make a fuss of them!
- Take lots of photographs and share them on social media, tagging us in

extra tips



BONUS

READY FOR A

QUIZ?



Congratulations To



for being The ultimate
CLEVER CLOGS!