



supporting people with a disability
in West Essex

Event Plan

Virtual Charity Quiz

What you need

- Charity facebook page
- Charity online giving platform e.g Just Giving, Virgin Money Giving, Facebook donate, Text giving or similar.
- Quizmaster to host. This person should be an admin on the Charity page (this could be given temporarily). They need access to at least 2 devices - 1 to broadcast and 1 to screen questions.
- Adjudicator - ideally this person should be able to work together with the host so in the same household. They need at least 1 device to check scores.
- Markers. We suggest at least 2 markers, maybe more if you are lucky enough to get lots of teams entering.

Signing Up

We choose facebook live as this is the platform our service users, their families and carers use and understand.

- Post regularly advertising the quiz on your page feed.
- Ask Teams to tag the TEAM LEADER and their TEAM NAME
- Ask Teams to donate via your preferred online payment platform - we ask for a minimum donation of £5 per team but it is up to you.
- Let teams know what difference they are making with a thank you, ask them to like and share and so on.
- Check you have enough markers for the no. teams entered remembering that some teams will sign up on the night.
- Advertise how Teams should join the live feed on the night.

Accuro (Care Services)
Tocher House, Start Hill, Bishop's Stortford, CM22 7TA
fundraising@acuro.org.uk Charity no. 1094736



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On the Night

Your set up for the host should look something like the picture above - omitting the ipad at the bottom which was used here for a 2nd host.

- It's a good idea to have some fun questions that the teams can answer in the live feed to get them used to the set up and whilst you wait for all teams to join.
- Once into the quiz proper teams **MUST** answer by the **TEAM LEADER** sending the answers in a Private Message to your Facebook Page. This way the answers remain private and can be attributed to their team.
- The markers can then mark away and report to the adjudicator who keeps the scores.
- Schedule a comfort break half way through to give the markers a chance to catch up. You could use this as an opportunity to talk about the charity, what the teams contribution means and to show some more fun questions.
- Keep asking for donations and update on the amount raised as you progress through the evening
- At the end of the quiz you will have everyone's attention until the scores are revealed - use it to the best of your ability.
- Have fun, raise loads and let us know how you get on.

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