

Trivia Night Guide

One of the most popular ways to raise funds – because they're a heap of fun!

You can create your own trivia questions on a PowerPoint, link to an online quiz, or hire a trivia company to run it all for you. Pubs and community halls often provide venues for free or low cost. You can arrange snacks and a drink for each patron and charge \$15 to \$20 more than the price you're paying the venue. Add a raffle or silent auction, and you're sorted!

Step 1: Research local venues that suit your event, community and ticket price

Hint: make sure the venue has all the facilities you need, such as screen, projector, tables, chairs and space for silent auction items and/or raffle

Step 2: Plan your event including date, time, trivia format, inclusions (e.g. dinner, snacks, drink), ticket price – check out [Fundraising Resources](#) for our Event Planning Checklist

Hint: you should allow at least three hours for a night of trivia, depending on the format you choose, and make sure you allow time for the silent auction and raffle ticket sales

Step 3: Reach out to local businesses, cafes or pubs to donate items for a raffle or silent auction

Hint: if you source up to three prizes, a raffle is the best option; you'll need at least ten items of varying value for a silent auction is a great option

Step 4: Promote and sell tickets – visit [Fundraising Resources](#) to for our Promotions Checklist

Hint: the venue might be able to sell tickets for you, or you can sell via [Humanitix](#) or [Trybooking](#) (these platforms allow you to sell tickets without having to pay a subscription fee, and they have reduced ticketing fees for not-for-profits*)

Step 5: Download the social media assets from our [Fundraising Resources](#) page

Hint: you can use any of the graphics provided or use our logo and design your own marketing assets; if you design your own, please send them to our [Fundraising team](#) for approval

Step 6: Don't forget to say thanks to your donors and supporters

Hint: send them a thank you email, thank them on social media, or send them a handwritten card

** Information correct at the time of publication*