



Cats Protection's Black Cat Quiz

A quick guide to hosting a quiz

**Get together with friends, family
or workmates and quiz for cats!**

Become quizmaster for a day, test your teams' knowledge and do something amazing to make a difference to cats and kittens in our care.



#BlackCatQuiz

1. Decide a date

The first thing to do is to pick a date to hold your quiz. Weekdays are best as they are generally quieter and people are less likely to have other plans.

2. Form a team

Quizzes are straightforward to arrange, but it definitely helps to have a small team to help you to run the event. You'll need to find a quizmaster to host the quiz, read out the questions and announce the winners. They should be confident speaking in public and have a loud voice! It's also a good idea to have some extra helpers on hand to collect the entry fees, give out answer sheets and pens, as well as adding up the scores at the end of the quiz.

3. Find a venue

A pub makes an ideal setting for a quiz and they're often free to hire on weekdays. Alternatively you could use a community centre, church hall or similar public meeting space. Ask around and on social media as your friends may be able to recommend a suitable venue near you.

4. Source a prize

Next on your to-do list is to find a prize for the winning team. A food and drink hamper of donated items makes a great prize as it allows the team members to each choose something to take home. You could also try contacting local businesses to ask them to donate a prize such as a meal for two in a restaurant, a bottle of champagne or tickets for a day out at a local attraction.

5. Spread the word

Start promoting your quiz at least two weeks in advance. Tell all your family and friends, share the details on social media and put up posters in your venue, local shops and at work.

On the day

Checklist of what to take with you on the day:

- quiz questions
- lots of answer sheets
- as many pens as you can find
- spare paper to tot up the scores
- a small float for the entry fees
- the prizes

You'll need to decide on an entry fee. We'd suggest £10 per team, with 4-6 people in a team.

Remember to make sure you have payment from everyone who is taking part in the quiz before starting. Use your helpers to hand out pens and answer sheets and ask each team to choose a team name.

To kick off the event, the quizmaster should do a short introduction to explain the reasons for holding the quiz – in support of Cats Protection to raise vital funds for cats in need. They should also describe how the quiz will run, if there will be a break, what the prizes are and any instructions such as how the scoring will work and no use of mobile phones.

Once everyone is ready to start, go through the rounds by reading each question once, then repeating it after a pause. At the end of each round, run back over all 10 questions so that teams can fill in any gaps. You might want to take a break halfway through to give people a chance to get refreshments or use the facilities.

After the quiz has been completed, ask your helpers to collect in all the answer sheets for marking and add up the scores. Have your tiebreaker question to hand in case there is a draw. After you've announced the winners and given out the prizes, take the opportunity to thank the teams, venue, helpers and people that donated prizes for all their support.

Top trivia

It goes without saying, but in order to host a quiz you need some questions!

A good quiz should be made up of approximately six rounds with 10 questions each on a variety of topics.

We've provided a selection of cat-themed questions to help you on your way, but it'd be best to include at least three rounds on different topics such as sport, history, current affairs, literature or music so that there is hopefully something to suit everyone.

Search online for 'quiz questions' and you'll find there are plenty of websites where you can download questions for free. We have also provided a tiebreaker question where the closest answer wins, just in case two or more teams get the same score.



Optional extras

Here are some additional ideas to encourage your quiz goers to dig deep and give generously!

Feed the masses

If your venue allows, some simple home cooked food will no doubt go down a treat. One-pot recipes like chilli and rice or pasta and sauce are easy, cost-effective options that will allow you to feed lots of hungry mouths while raising a reasonable amount of money at the same time.

Organise a raffle

A raffle is an amazingly simple way to top up your fundraising total. You can even make your own tickets to keep costs down and sell them when you hand out the answer sheets, or during the break. Just remember that you should sell the tickets and make the draw during the event and all tickets must cost the same amount (ie you can't sell five £1 tickets for £4). To help you to source raffle prizes, we can provide a letter to support you when you approach local businesses. If you'd like the raffle prize letter, please email events@cats.org.uk with your name, contact details and event date.

Fancy dress competition

If you're feeling adventurous, you could hold a fancy dress competition and ask for a £2 donation to take part. A cat theme would complement the quiz, or you could come up with your own idea.

Send in your donations

After your event is complete and you've had the opportunity to count up the money raised, don't forget to send it in!

There are a number of easy ways you can do this:

Online

Visit www.cats.org.uk/blackcatquizdonate and pay in your fundraising using a credit or debit card, or PayPal.

Bank transfer

Visit your local branch of Barclays or use online banking and pay the funds into our Cats Protection account:

Sortcode 20-42-66

Account number 8024 0168

Please use the reference: First name initial, Surname and then EVQUIZ eg ZThompson EVQUIZ.

If you are able, please could you email events@cats.org.uk with the details of when you paid it in and how much, as this will help greatly in reconciling towards your fundraising total.

Cheque

Make cheques payable to 'Cats Protection' and send to: Freepost Cats Protection, National Cat Centre, Chelwood Gate, Haywards Heath RH17 7TT. Please write your name and address on the reverse of the cheque.

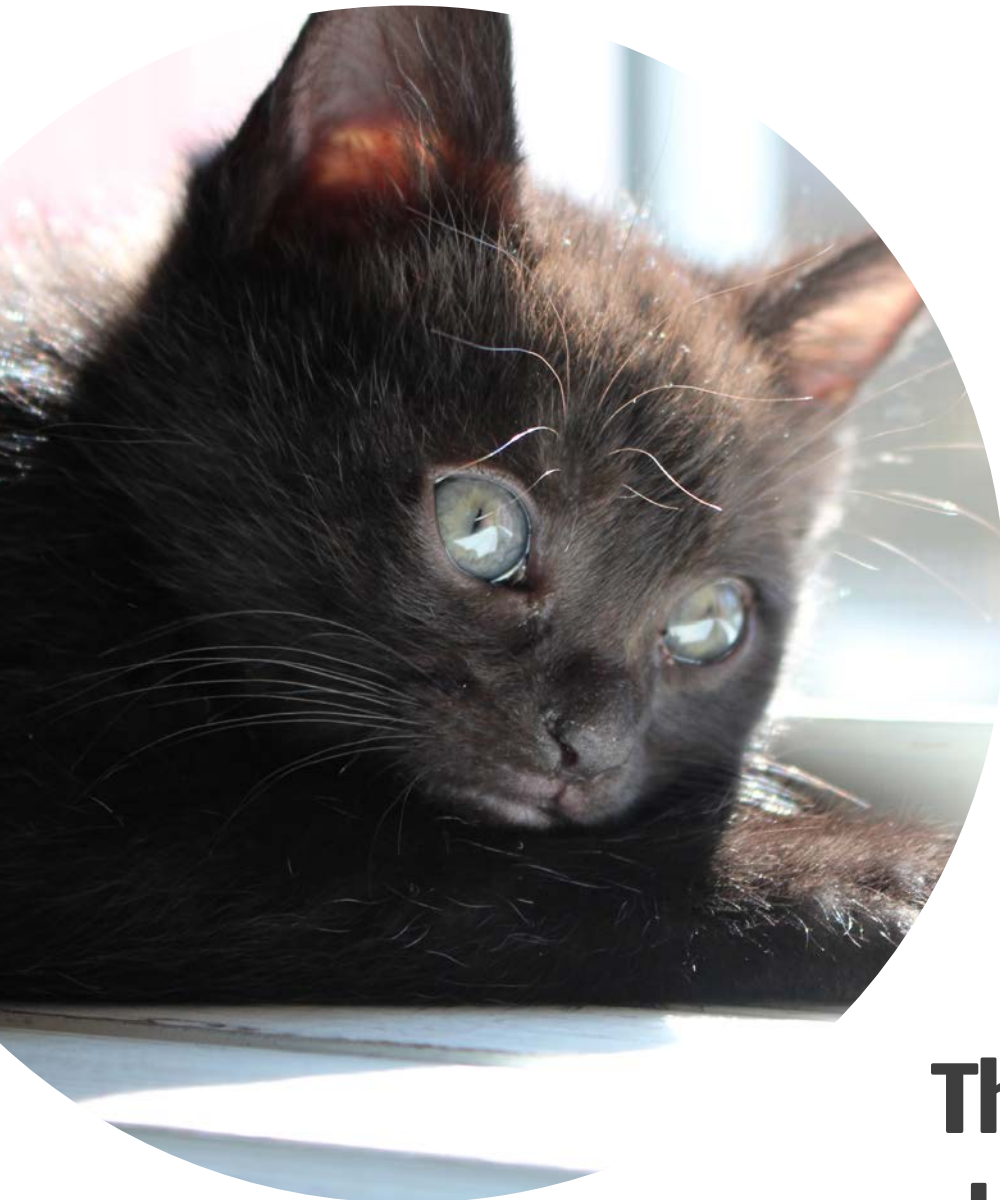
Phone

Call our Supporter Services team on 0800 917 2287 to donate by credit or debit card.

Please contact events@cats.org.uk if you have any queries about sending in your donations.

Did you know?

- It costs **£18 per day** to look after a cat in our care
- Black cats take **13% longer** to be rehomed than their colourful counterparts
- **Over 40%** of the cats taken in by our adoption centres are black or black and white



Now that you've...

- > decided on a date
- > booked a venue
- > recruited some helpers
- > promoted your quiz
- > arranged your prizes
- > planned how it will run

...you're ready to get your quiz on!

Thank you and good luck!



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