



HOW-TO GUIDE



Rebuilding
lives after
sight loss

SWOT UP!

FOR VETERANS

blindveterans.org.uk/swotup



LET'S GET QUIZZICAL!

Its time to get quizzical and show off your alarming array of useless facts! You'll find plenty of hints and tips in this guide which we hope will give you loads of ideas for your Swot Up event.

We've got suggestions on venues and extra games as well as ways to maximise your fundraising success. Our top tip though is to rope in as many people as possible to help you – it's much more fun to organise things together!

You've signed up, downloaded your Swot Up quiz night pack but what next?



CHOOSE A VENUE

Traditionally quiz nights are held in pubs, and that's always a great place to start; they're comfortable with all the facilities you might need and the landlords are usually happy to get bums on seats and orders at the bar. However, you don't have to go down the traditional route; your Swot Up Quiz Night can be anywhere you choose – a social club, a workplace, a classroom...in the summer months you could even host outdoors and provide a barbeque. The skies the limit!



SET A DATE

Settle on a date that works best for you and your chosen venue and get it in the diary. Text or email everyone you want to invite and set up a Facebook event page. Finally, print off some copies of the Big Quiz Night poster and plaster them wherever you can. Make sure the venue displays as many as possible.



ADD IN SOME EXTRAS

Plan to boost your fundraising on the night with some little extras;

- 1 hold a raffle on the night, try and aim for one or two really good prizes rather than lots of little ones (i.e. Tablet or phone). Then you can charge more per ticket!
- 2 talk to the venue about providing food and ask quiz teams for a donation
- 3 play stand-up bingo or Sticky 13 between rounds for £1 ago



QUIZ NIGHT

Make sure to arrive early to make sure the venue is all set up. We have included some printable bunting and by now you should have received your balloons and collection box. You'll need to print off everything we sent you so don't forget your score sheets, answer sheets and most importantly the questions and answers!



BASK IN THE GLORY

After a successful quiz night, be sure to thank everyone who attended. We have even included a printable poster for you to publicly thank and show off your achievement! To pay in your fundraising, choose from any of the options below:

- Online (instructions)
- Via Post (instructions)
- Via your bank (instructions)



ON THE DAY, DON'T FORGET...

- 1** Quiz Rounds
- 2** Answer Sheets
- 3** Score Sheet
- 4** Collection Boxes
- 5** Prizes
- 6** Bunting
- 7** Balloons
- 8** Pens, lots of pens!
- 9** Raffle tickets

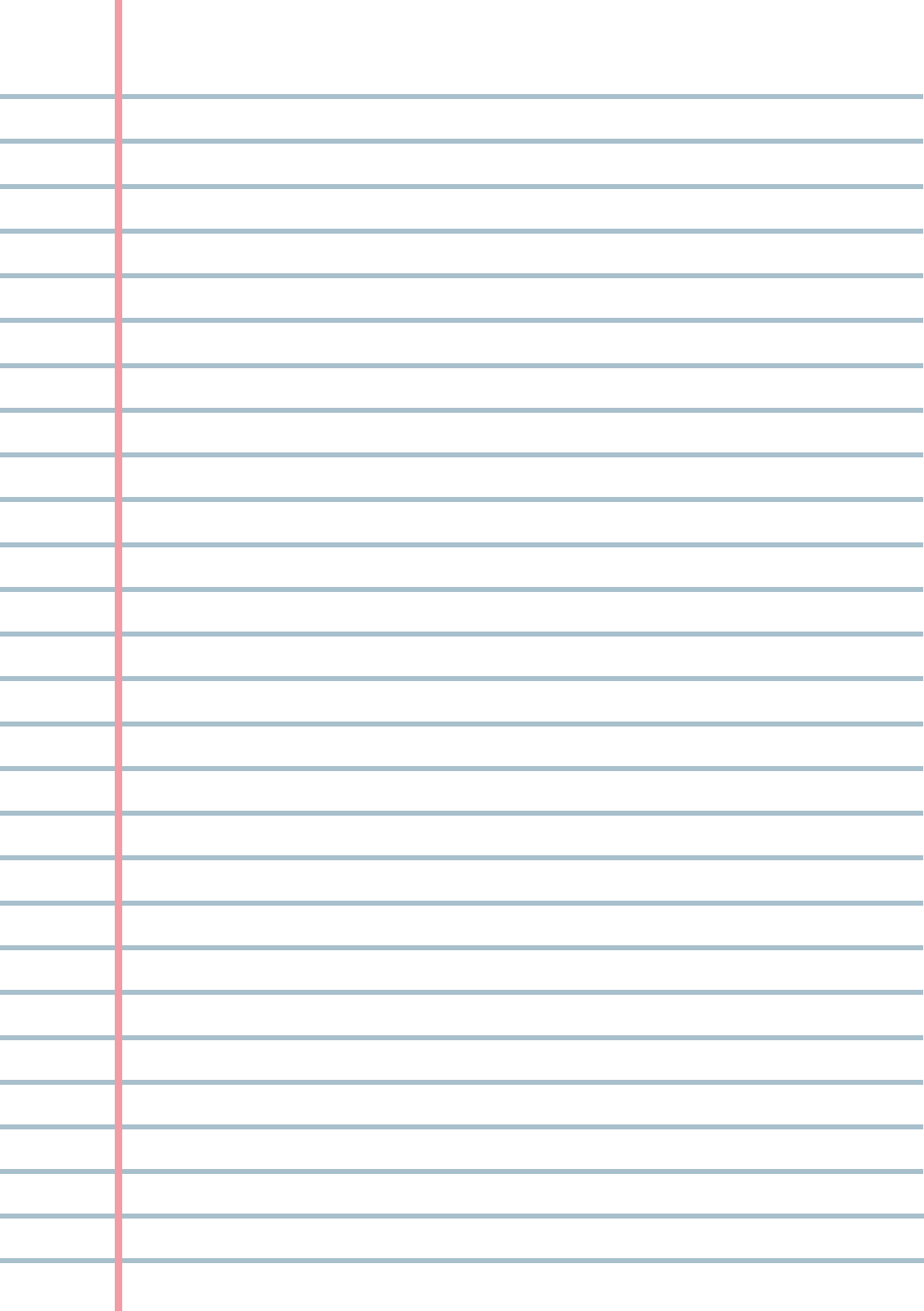


OTHER LAST MINUTE TIPS

- 1 Arrive in plenty of time; not only do you want the room to look amazing but you'll need to make sure the microphone, speakers and any other equipment is working perfectly ahead of your big night.
- 2 Gather as much help as possible! Have a friend on hand to help with scores, collection boxes, etc. Also ask them to get as many photos as possible of your big night!
- 3 Shout about why you are doing it. Explain to people what the work of Blind Veterans means to you and where the fundraising goes. If you need any resources on facts, figures, what support we provide you can find lots of useful information on our website at **blindveterans.org.uk**

NOTES





THANK YOU FOR HOLDING YOUR SWOT UP FOR VETERANS!

IF YOU HAVE ANY QUESTIONS, PLEASE DO GET IN
TOUCH VIA THE DETAILS BELOW -



FUNDRAISING@BLINDVETERANS.ORG.UK



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