

# QUIZ NIGHT

## Guideline



# STEPS

01

## Quiz Preparation

Prepare Quiz Question, which could be in themes, such as

1. *Blind Test*
2. *Movie*
3. *Music Quiz*
4. *Logos*
5. *Famous People*
6. *General Knowledge*
7. *Geography*
8. *Science*
9. *History*
10. *Sports*
11. *etc.*

02

## Slide Design

1. Music Quiz post editing
2. See example as below

## Answer Sheet

3. See example as below

## Poster Design

4. See PTA website guideline
5. Advertise via Whatsapp and school email platforms

## Ticket Sale

6. Contact school to setup ticket sale

03

## Volunteer Recruiting

1. Recruit volunteers
2. Allocate positions

## Stock & Purchasing

3. Stereo System
4. Crisps for Blind Test
5. Wine stock check and restock

## Documents

6. DBS check
7. Risk Assessment

# SLIDES EXAMPLE








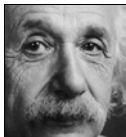











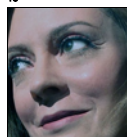


[Download PDF](#)

<https://www.belmont-pta.org.uk/belmont-pta-asset/uploads/2024/10/Quiz-Night-2023-Sldies-Example.pdf>

# FAMOUS PEOPLE QUESTIONS

# ANSWER SHEET

Team: Famous People Picture Quiz Famous People – FreePubQuiz.co.uk

				
1	2	3	4	5
				
6	7	8	9	10
				
11	12	13	14	15
				
16	17	18	19	20

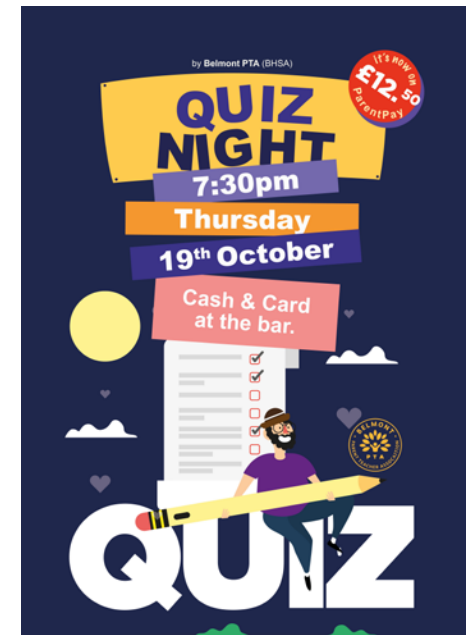
TOTAL: \_\_\_\_\_

Team Name:	<b>Taster</b>
A	
B	
C	
D	

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Team Name:	<b>Music Quiz</b>
01	
02	
03	
04	
05	
06	

# POSTER EXAMPLE



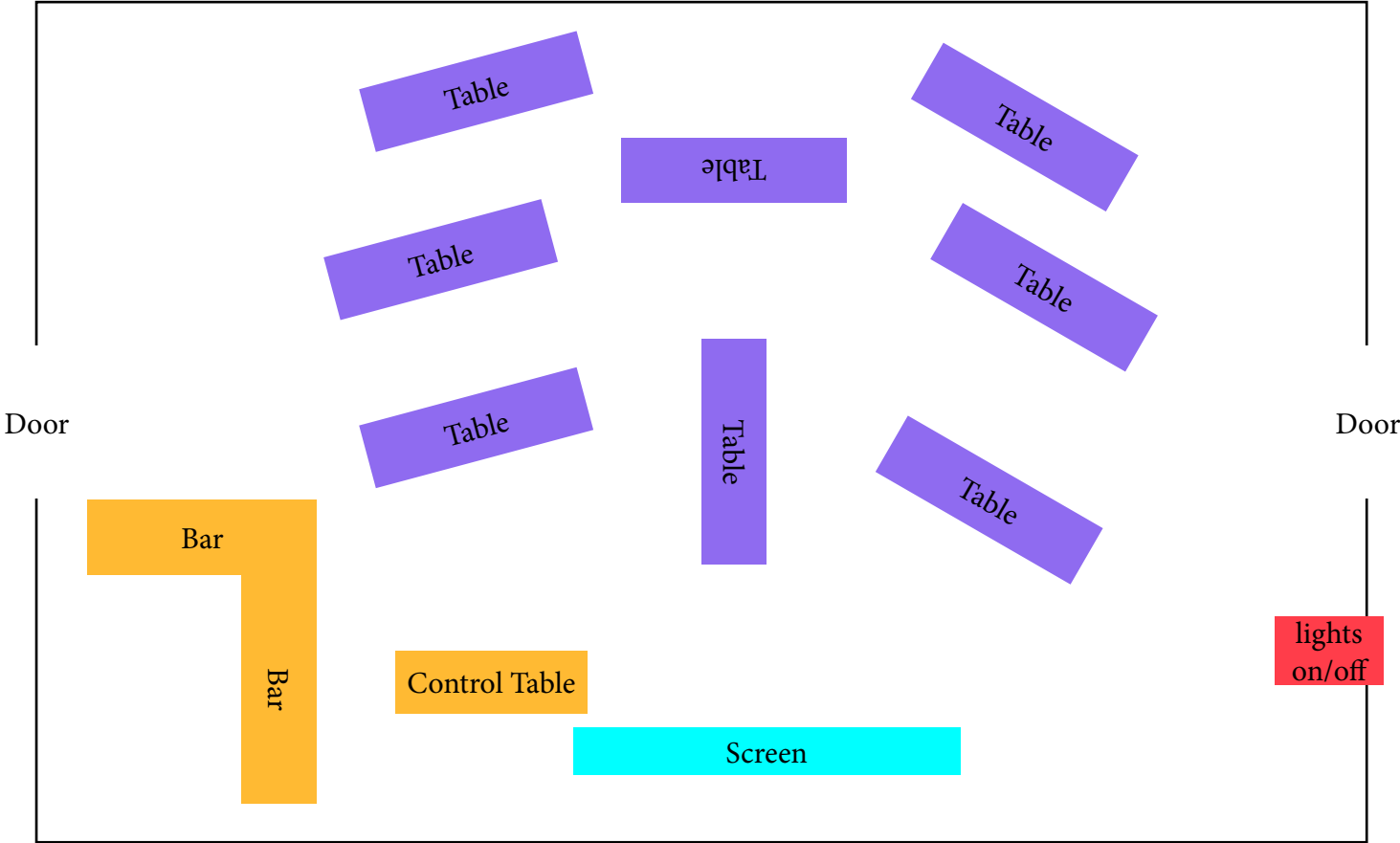
## Poster Guideline

<https://www.belmont-pta.org.uk/guideline/poster-templates/>

# SITE SETUP

## VOLUNTEER

- 2+ Bar Preparation
- 2+ Sit Setup
- 1 MC
- 1 Computer Control
- 2+ Bartender
- 2+ Clean Up





# THANK YOU VERY MUCH FOR VOLUNTEERING

Please remember that your warm heart contributes a lot to all these events. These events aim to enrich your children's experience, and to fund raise for the school that directly benefits the kids.