

**Rose &
Crown**

*Quiz Night
Tonight
9 til late*

**FUN
PUB
QUIZ**.com

Presenting a Great
Quiz Night



[May 2014]

Contents

Introduction	Page 3
Preparation for Your Quiz	Page 4
Themed Quiz Night	Page 5
One off Special Events	Page 6
Promoting Your Quiz	Page 8
The Quiz Night and Times for Pub Quizzes	Page 8
The Quiz Environment	Page 9
Money and Teams and Taking on a Quiz	Page 10
The Quizmaster	Page 11
Marking Your Pub Quiz	Page 15
Getting them to hand in/over their Answer Sheets	Page 15
Mobile Phones and Internet Access	Page 16
Scoring and Announcing the Winners	Page 17
Tie Breaks and Jackpots and Card Bingo!	Page 18
Questions and Answers	Page 19

Introduction

Welcome to the FunPubQuiz guide to running your Quiz. This is a comprehensive guide to running a successful quiz and covers the main aspects of what you need to consider for a great quiz.

The advice given below is based on over 25 years of experience of running and participating in Pub, Club, Charity, Home and Office Quizzes. It is designed to be helpful to anyone thinking of hosting a quiz but is specifically targeted to those who will be using the FunPubQuiz.com packs.

For this reason I have purposely avoided giving advice on constructing questions and finding formats as this will be provided within the packs.



Preparation for Your Quiz

The success of your quiz depends to a large degree on the preparation you put into the event.

- What kind of quiz will you host?
- Will it be themed?
- Will you be offering food?
- How long should it last?
- How many rounds will your quiz have?
- How will you promote your quiz?

Prior thought and consideration to these and similar questions will allow you to plan and prepare for a successful quiz.

A FunPubQuiz.com pack will do most this for you. It takes the pain out of formats and timing leaving you to merely concern yourself with the delivery of your quiz. The remainder of this document seeks to arm you with all the knowledge and advice you will need to make the event go smoothly!



Themed Quiz Nights

If there is an event such as Christmas, Mothers Day, New Years Eve or a national Saints Day then you might want to offer a themed quiz night.



For Halloween for example, questions might be based around a horror or supernatural theme, you and your players may dress in fancy dress. Doing so will make your regular pub quiz night different and memorable, and if players enjoy the evening, then they will be sure to return.

As part of the service provided by FunPubQuiz, we will include a series of themed quizzes on two periods of the calendar year – Christmas and Halloween although you can order pre-prescribed packs just by ordering via the website.



One off Special Events and Big Event Quizzes

You may be planning a "one off" special event quiz or one that only occurs annually or seasonally. The advice contained elsewhere within this guide is primarily focussed on the type of quiz that occurs regularly at the pub or club but almost all the advice will also be relevant to larger events.

Typically these events will contain a large number of teams, often in excess of 20 or 30 and therefore as many as 200 participants! The whole occasion will be a much bigger event requiring more questions, more pictures and so on. Use your "one off" event to do things a little bit differently. Below I will suggest some ideas that will make your event a grander occasion.

Just as stated in the earlier section it is important to consider the timing of such events and also an understanding of the gaps that will occur in this type of format which would not normally occur in smaller events. This guide focuses on the "Quizmaster" as a single person running the event but clearly an event of the size described here would require at least two people and the timing of the aspects of the event would require planning and coordination in order that the event go smoothly. The smoother the event goes the less stressful and more enjoyable it will be for both the participants and the Quizmasters!

Ensure that you have a clear idea of the order of the sections or rounds of your quiz. If you leave your crowd with long gaps in activity they will revert to talking and not paying attention. In a large room with lots of people this can be very difficult to control. At times when this occurs players are more likely to cheat or lose interest and the value of your quiz quickly diminishes.

Below is a list of 5 main things to remember if you're jointly running a big event quiz. These are designed to point you in the direction of good practise and while not an exhaustive list they are pointers that have served me well over the years.

- **Make sure that at least one of you always has an activity occurring.**

While one reads a round of questions the other can collect the previous round and mark them. While he/she then reads out the scores the first Quizmaster might sell Jackpot tickets and so on etc.

- **Rehearse your quiz!**

Yes, just like the theatre. When it comes to actually delivering the quiz, there is no substitute for having actually rehearsed the reading of it, so do it to an empty room or better yet to some friends or family who will not be at the big day.

- **Use a music or film round to give yourselves a break**

You can run play on a DVD or sound system and allow the technology to take over for a while. This is a great diversion for you to do any tidying up or sorting of papers or just give you a break. Why not take a collection of 20 classic DVDs and record clips from them. Then ask the teams to name the film and possibly its year of release for a bonus point. Bond films can look very similar as can "Carry On" films; also sequels can fox people so it's not as easy as you might think!

- **The Balloon Round**

This is a popular round where you have a room of people each with a balloon. Get them to stand up or sit down and pop the balloon when they get the wrong answer. The last balloon left belongs to the winner. You can nominate a question each round that doubles as a balloon question (make sure you have plenty of questions in case its goes on a long time, end it with a "nearest to" question).

- **Maybe break up a round with a pint question.** Players write their answer on a scrap of paper and hand it to the Quizmaster the "nearest to" wins a round of drinks!

There are countless other things you can do so, thinking caps on! JUST MAKE SURE ITS FUN!

Promoting Your Quiz Night

You could prepare the greatest quiz ever, but unless people know about it, it's all wasted. To be sure you get a good turnout for your quiz you will need to promote it.

Try to involve all staff and customers in your quiz event. Inform them all of your plans and try to involve them in promoting your quiz event.

Remember that the greatest endorsement and advertisement for your quiz comes from people who have enjoyed themselves and spread the word to friends and family. The more fun and enjoyable your quiz night is, the greater the likelihood that people will return, and bring new players with them.

Prominently displayed posters and notices in or around your venue will keep people informed of forthcoming events. Make sure that you clearly state the date and time of your quiz. Check out www.funpubquiz.com for templates for posters which you can use to promote your quiz night.

You can significantly increase the interest and awareness of your quiz event if you can enlist the help of local press and media in promoting it. Consider preparing a press release and submitting it to local newspapers or even take out an advertisement. Often community radio stations will advertise free for you so check them out also.

The Quiz Night and Times for Pub Quizzes

Publicans will often want a different crowd than normal for a quiz, hoping to draw in people who would normally stay at home. Therefore, it is often the case that a normally quiet night will be selected as a "quiz night". This is an important point for a successful Pub quiz as you really do not want to be competing with jukeboxes and rowdy drinkers when delivering your quiz. Most quizzes will begin once the evening is entering the "post meal" time and it is important that quiz goers are able to have space to write and not be competing with cutlery and plates! Also "post meal" means "post children" which means that the relative quiet required for your quiz is more easily attained!

The Quiz Environment

How you deliver your quiz and where you deliver it can be all important in its success. Offices are easy to organise as is your home but if you're hosting a pub or club quiz then the environment is more of a challenge.

It is true to say that all locations will differ so it's difficult to suggest hard and fast rules to ensure the environment for your quiz is suitably set up. However, I have included here some simple guidelines that will assist you:

- Use a microphone and amplifier or sound system - This will not only ensure all participants can hear you but also tells the entire location that you're in charge and that the quiz is an important part of the location's evening.
- Be visible to as much of the room as you can – participants like to see the quizmaster and find it easier to follow the questions when they can see who you are. Also, it is often the case that they will need to get your attention or even you theirs. Finally, and this is covered in more detail later in this booklet, we are now in the age of mobile computer technology and the temptation to use Smartphones is great. Just knowing that you're watching will deter most honest quizzers from the temptation.
- Get the landlord to switch off any background music – sounds obvious but you'd be surprised how often this is not done. You're the quizmaster and you're in charge, so don't be afraid to tell the staff to cut the noise down, after all your quizzers are paying guests!
- Avoid being anywhere near doors or the bar – People feel uncomfortable having to pass you when you're delivering your quiz so avoid these areas at all costs.

Team Sizes

In all my years of quizzing I can honestly say that there is no good rule of thumb for the number of people in a quiz team. The problem will always be that where a large number of people in a team do well, those with moderate sized teams will complain. However, it's also very true that rarely will a team of more than six people have more than five or so contributing in any real way. Putting a number on the amount in a team never works but, should a large team win on more than a small number of occasions in succession then consider discussing with them the possibility of two teams in future. Believe it or not having big teams is often a good thing for a quiz! While solutions such as penalty points for each member over 5 or so is one way to handle this or maybe bonus points for those with less, in my opinion this merely seeks to alienate quizzers ultimately and mostly the big teams are just people with friends...it's meant to be fun don't forget!

Taking over a Quiz Night

If you're reading this because you're taking over a quiz then it's important to start by getting to know the crowd and format. Consider the feel of the place. What happened in the past is worth knowing. Are there teams who are disruptive at all? Who are the regular supporters? What time does it usually finish/start etc. Once you know this it is easier to determine how to deal with any issues. Some quizzes are well established so marching in and messing with a working format is unadvisable.....at least at first.

Money

With regard to money, this is a very individual thing. Most people will not object to paying a small amount to join a quiz and its better if you can ensure that they will "stick it out" should they not be doing too well half way through. A small fee will more likely keep people interested until the end.

As for prize money, it's very much about the event you're hosting and what you're trying to achieve. As a general rule the more prizes you can hand out, the better people feel about the quiz.

The Quizmaster

No one person is more influential in whether a quiz is enjoyable more than the Quizmaster. I will always recommend that having a set clear pre defined format and quiz as available from www.funpubquiz.com is the best way to ensure that you make life as easy for you as a Quizmaster as it can be. You don't need to be clever or a professional presenter to be a great Quizmaster. In fact, its better by far if your not! Neither do you need to be a professional comedian.

The worst advice I ever got on being a Quizmaster was delivered to me by a veteran of over 30 years of presenting quizzes and it was this:

"Just don't be nervous.....people hate it if you look nervous, it makes them question whether the answers are right!"

While there may be some truth in this, as a piece of advice it sucked! Of course the first time you do it you will be nervous, that's only natural and the more you focus on how nervous you're being the harder looking confident will be.

Here are some real practical pieces of advice which will allow you to feel more comfortable in presenting your quiz.

- Take the opportunity to introduce yourself to the teams at their tables, when taking their money/names and handing out the Picture Round. Having team names is a good idea as it breaks the ice and allows you to admire or poke fun or help with choosing a name for the team! Once they feel they know you a little, both you and they will feel more comfortable and you, less nervous.
- When you have completed the round you will be tempted to ask if anyone wants questions to be repeated. DON'T! Go around individually to the teams and help them by clarifying questions and checking if they are happy. If a team is really struggling, then discreetly slip them a clue or just give them a subtle hint that the answer written down is incorrect. This will ensure that the teams feel less lost and

that you're actually there to ensure that they enjoy the experiencebecause guess what? You are!

- Speak slowly and clearly when asking the questions, many teams will ask that questions are repeated. Do this without question, announcing that the question is being repeated. Repeat the question clearly again as if you were asking it for the first time. Don't become frustrated at this, it's a pub quiz, they're chatting and enjoying themselves, it can mean though that they're not always listening as well as they should.

The beauty of this is that you will feel more confident about your role and the nerves will start to ease away.

Remember the 3 Golden rules at all times.....

- 1. Any and every quiz should be FUN!**
- 2. The players are aiming to get the answer which the Quizmaster has on his or her answer sheet.**
- 3. The quiz is designed to make the quizzers look clever not the Quizmaster!**

The Quizmaster's Golden Rules

Golden Rule 1: The Golden rule which should be adhered to in any and every quiz, is that it should be FUN! Whether people are paying for the privilege of playing or not, and whether there is a large prize or none at all, your primary concern in hosting any quiz is to ensure that those playing are enjoying themselves. Even teams or players who lose miserably will come back time and time again if they find the event is fun. It's no coincidence that we are **FunPubQuiz.com**

Keep your quiz night light hearted and not too serious. Inject humour where appropriate, and play on the fun questions near the end of the quiz to make your crowd laugh. Remember if everyone takes the event too serious, it will be no fun, and people will be unlikely to return.

Golden Rule 2: The second Golden Rule of any pub quiz is that the players are aiming to get the answer which the Quizmaster has on his or her answer sheet. It is irrelevant whether this is the correct answer or not! NEVER accept an answer from a quizzier that differs from yours, even if you suspect he/she may be right! This will seek to undermine your role and will lead to the quiz becoming less fun for all. On far more occasions than not it has been my answer that was indeed correct and not the player's so don't assume strength of opinion is any guide.

In all my years of hosting quizzes one universal truth I have learned is that, no matter how strongly a quizzier insists you're wrong and they are right, by the following round they will have forgotten all about it, provided you have!

Don't argue with players, merely explain that you can only accept your answer and leave it at that. Every quizmaster has asked a question and got the wrong answer at some point in their career! Get over it! It's a right of passage and you will laugh about it in years to come!

Clearly this piece of advice is subject to common sense. For example, should the answer to the question, *"Which chess piece is the only piece apart from the queen, that can*

move vertically and diagonally ?”, be “Castle” on the Quizmaster’s answer sheet then allow “Rook” to be marked correct also as this is clearly the correct term.

Golden Rule 3: The quiz is designed to make the quizzers look clever not the Quizmaster! Asking about subjects that particularly interest you is fatal and will make you look like a prat! Quizzers want to be asked about what they are interested in or at least what they believe they “should” know.

Quizmasters who generate their own questions suffer from a syndrome I call “too easyism”. My theory goes something like this: -

When generating a question you inevitably already know what the answer is, therefore you perceive the question to be easier than it might be.

Added to this is the fact is that your quizzers, when taking part as part of a team will almost always consider potential other answers, even when they have guessed the right answer and thereby doubt themselves.

This all often happens on a sub conscious level and is therefore very hard to avoid making even some of the cleverest and knowledgeable quizzers submit wrong answers to some of the easiest questions.

All FunPubQuiz questions are generated with this in mind and are tested on a live pub quiz audience. Using our packs will allow you to minimise the effect of over or under complicating questions and allow a better quiz.

Marking Your Pub Quiz

Passing to another team is probably the most popular method for marking your answer sheets. Usually this is a reliable way to have answers marked. However, where there is fierce team rivalry, this can result in teams not fairly marking each others answers, giving rise to accusations of bias and cheating. In this case be clear that should anyone need verification of their answers, you will step in and take the responsibility to correct a wrongly marked answer, if required. Teams are very good at checking where they believe they have had unfairly marked answers, so let them raise the point and then consider it. Again, do this at their table and not from the centre of the room to avoid unnecessary embarrassment.

Collecting in answer sheets and marking them involves the quizmaster collecting all answer sheets and objectively marking all the answers. This works well only when there are small numbers of answers and small numbers of teams as it otherwise becomes time consuming. If you choose this method then be sure to give an indication of how long players will have to wait for the results, and be sure to read back the answers so players will know whether they were right or not.

If you are offering a particularly generous prize for the quiz winners, or if there is fierce team rivalry, marking the quizzes yourself might be the best option to avoid claims of cheating and unfair play but make sure you allow for the extra time if you select this method.

Getting them to hand in/over their Answer Sheets

If your quiz is a success and the players are really getting into the quiz then you will find that the following phenomenon occurs. Teams will feel that they can answer all the questions and will want to hold onto their answer sheets until they have decided they are 100% happy with all their answers. Please note that this is a good sign but clearly any quiz has to work to timeframes and a round has to end to keep the quiz moving.

By far the most effective method of doing this is to ask at least twice that the papers are handed in/over before then checking that all have been exchanged. It's easy to

forget in the throes of the evening that people are there to have fun and won't always be listening to what you are asking first time. If they have all swapped or handed in their sheets, then read out the answers clearly. If they are still asking that you give them more time and are continuing to hold onto their answer sheets and you really have to move the quiz on then.....slowly begin to read out the answers clearly. You will be amazed how quickly the papers are exchanged just prior to your reading out the first answer!

Mobile Phones and Internet Access

This is a very frustrating thing for a quizmaster to deal with. In today's modern life access to mobile technology is fast and easy. You can't really legislate for this but you have to be seen to be enforcing fair play as players will see you as the authority to ensure this. Clearly stating at the start of your quiz that the use of these technologies is forbidden will place a marker for you. Often you will then find that teams will largely police one another. Playfully naming and shaming teams who flaunt this rule by poking fun at them over the microphone is a very effective way to stop it and will make the other teams feel less inhibited in policing their neighbours.

Unfortunately, the cold hard fact is that the quiz must be fun and as such the more you make an issue of these teams and their practises the less enjoyable the night will be for all.

FunPubQuiz.com questions are specifically designed to make using this technology very hard. Many of the questions are not found on sites via phones and so cheating is made difficult for teams and winning using these methods of cheating, almost impossible.



SMARTPHONES KILL PUB QUIZZES

Scoring and Announcing the Winners

Keeping your score sheet up to date is essential as you move through the quiz. At the end you will have to ensure that you have an order of merit. Use the FPQ score sheet in the pack and add up the rounds as you go along. Be sure to check your scores and then read them back to the teams. Once you have done this triple check the totals and order the teams last to first on your sheet. Read out the scores for each team and then announce the 3rd place, 2nd place and lastly the winners. Encourage the room to applaud all these successes and congratulate all participants on their results. Never announce a team is last....it's simply bad form!



Tie Breaks and Jackpots and Card Bingo!

If two or more teams who are eligible for a prize tie, then you will need to use the Tie Break questions at the end of your packs. These are always "nearest to" type questions. This sort of question relies more on luck and judgement than specific knowledge. Never use specific answer questions for tie breaks or you could be there all night!

You can never have enough spare questions so take any of the tie breaks questions you haven't used and keep them somewhere accessible. I have never needed more than 3 tie break questions, but there's always a first time!

As there are five of these questions in each pack you can use one of them as a jackpot question. Each week an amount of cash is placed in a "pot" and each team has a go at getting the answer right. They have to be precisely right to win the money and due to the type of question, they usually don't. The money then becomes "roll over" money for the following week. Therefore, the pot gets bigger each week until you reach a limit (agreed by you). At that point you then accept a "nearest to" answer.

This allows an additional incentive for the players to attend and can often attract other teams, particularly if the pot gets really big! It also means that often teams who notoriously don't win prizes are in with a great chance to pick up the pot!

Games to accompany quizzes are becoming ever more popular. One such game is that of card bingo. Basically, a pack (or more) of playing cards are split into hands of four (or 5 or 6 or 7) and sold to the crowd. A second pack is opened by the quizmaster and just like bingo numbers, the cards are read aloud. When the first person has heard all the cards in their hand read out they will call (House!) and they're the winner! Some quizzes use this to break up their quiz nights, others to end the night.

Questions and Answers

In this section I will attempt to answer particular questions that may not have been covered by the guidance above.

Q. What should I give as prizes?

A. This is something you will determine for your own quiz. Sometimes the money collected is split between 1st, 2nd and 3rd placed teams, sometimes only some of it is. Some quizzes donate their money to charity and the landlord gives the winning team a bottle of wine while other landlords take the money to cover food costs and give out prizes like a round of drinks, T shirts, etc.

Q. What should I do if a professional quiz team turn up at my quiz?

A. Professional teams who make a regular habit of travelling to local quiz nights may well become regulars at your quiz, particularly if they win frequently. They can be very competitive, and take the event very seriously. If they win frequently then other teams or players may begin to lose interest, and stop attending. Your FPQ pack is designed specifically to deter this kind of effect. Though the pros will do quite well in a FPQ quiz they will by no means win it easily. The questions are specifically tailored so that ANYBODY can answer them and the nature of the multiple choice type questions mean that all your quizzers will have the answer available to them on many questions. Chances are, most pro quizzers will be more interested in looking elsewhere unless they're in the quiz more for fun than competition!

Q. The questions in the pack are a little too easy for my crowd, how can I make them harder?

A. Firstly, if that's the case please feed that back on the website. I'd be really interested to know. To answer the question I would recommend that you don't give out the multiple choices to certain questions. There are a number that the budding Einsteins in the room will know without you reading them out so hold back on them. Not all will be suitable of course but many will. The questions are designed with this in mind.

Q. The questions in the pack are a little too hard for my crowd, how can I make them easier?

A. Wow! You surprise me but OK. On multiple choice questions drop one of the wrong answers. That makes it a 50/50 guess and should be easier. Also where there are no multiple choices, give them. You'll need to make up the two dummy answers so do these before you start the quiz or you won't sound convincing at the time. Again, the questions are designed with this in mind.

Q. I have a one off event that's particular and I'd love a FPQ version but on a different scale to the regular packs?

A. No problem! Get in touch and I will design a bespoke quiz to match your requirements! It may cost a little more than the £1.99 packs but I guarantee it will be just as much value for money! More questions? More pics? More fun? Specific topics? NO PROBLEM!

Q. Is it Ok to drink alcohol when being a Quizmaster?

A. I would be a complete hypocrite if I was to say that this was the wrong thing to do. The fact is that a drink before the quiz starts allows you to mix with the punters and helps calm any potential nerves. It also shows you as an ordinary, down to earth person and this can be helpful when dealing with the players during the quiz. However, the fact is that there is little more annoying to the average quiz goer than a host who cannot speak without slurring or who seems distracted by having had one too many. My advice is simply this. If you're over the legal limit to be in charge of a car, you're in no fit state to be in control of a quiz!

Q. How do I deal with rowdy or drunken players in my Pub Quiz?

A. If you have followed the guidance in this document you should have minimised the occurrence of this within your quiz. If however (and it's happened to the best of us, trust me) you still have occasion when the local idiot is playing up in your quiz then you have no real option other than involve the landlord or landlady and request that he/she deals with it. You should have already discussed this possibility with the Landlord or

owner and agreed on this as a last resort but frankly, last resorts are sometimes reached. BY NO MEANS ATTEMPT TO DEAL WITH VIOLENT OR AGGRESSIVE INDIVIDUALS YOURSELF.

Q. How long do I wait between asking the questions?

A. That's impossible to answer here and honestly it doesn't really matter as you can always catch up or pad out later. It depends on the question and the crowd. I find that body language is a very good way of telling when it's ok to move on. If the noise level goes up and people begin to talk less intensely to one another then that usually means they have stopped discussing the question are chatting about something else. If however they're still writing and talk with bowed heads then that implies they're still discussing the question. Experience will give a natural feel for how to time your rounds but in the meantime look for these signs as they will help.

Q. How will the teams know when it is time to join in the quiz and come and see me for pens, paper etc?

A. If you have followed the guidance in this document you should have by now gone around the pub asking if people wish to join the quiz, saying "hello" to all the teams, taking their money or handing them Picture Rounds and taking their team names. Once this is done, make a short announcement (using a microphone and your voice clearly amplified) that the quiz will begin in 5 or 10 minutes. This will prompt anyone you may have missed to get your attention and join in.

Q. It's my first quiz and I don't know how I am going get the crowd's attention to start the proceedings. How do I initiate the quiz?

A. If you have followed the guidance in this document you should, by the time you come to start the quiz have said "hello" to all the teams and informed the room of the impending start of the quiz, so they will already be looking (mostly) to you to begin. You also by now will be using a microphone and your voice should be clearly amplified. Something along the lines of, " Good evening and welcome to the Pork and Dagger Quiz night", will introduce everyone to the start of the quiz proceedings nicely. By then of course you will have already announced over the system at least once, a few minutes

earlier, that the quiz was shortly beginning. From there it's simply, "So, round one, question one....." and your off!

Q. How do I handle late comers if they ask to join in and I am already some way through the quiz?

A. I have never yet denied anyone entry to one of my quizzes merely because they were late and I hope that I never will. FPQ packs are split into three sections, though how you use them is up to you. I always recommend that you leave marking the Picture Round until the end but hand it out before the start. You then ask the Round One questions first with a break in the middle (there's a natural break at question 10) and then continue to ask the remaining 10 questions before the first round marking begins. Should anyone join the quiz before that Round One marking stage then merely ask them the questions they've missed quickly (at the table) and carry on with the remaining questions to the rest of the quiz. This means that the late comers will have less time to answer the past questions but frankly, that's the trouble with being late!

If however the late comers join after the first round marking has occurred, merely allocate them the lowest team's score (inform the lowest team of this, of course) and let them carry on from there. Most crowds will not object to this approach, but some may. If so, you are perfectly entitled to merely request the late comers play for fun and don't add them to your Score sheet.