

## Purpose Of Quiz

This quiz is supplied free of charge so that it can be used to raise money for charity.

There are a variety of ways in which you can use this to raise money, but the standard way would be to have prizes that have been donated for free, and charge an entry fee that will go to charity.

## Preparation

1. Print out enough copies of the handout round and answer sheets (or print them once and photocopy them) so that you can distribute a copy of these to every team taking part in the quiz.
2. (Optional) Find some blank scrap paper that you can hand out to teams so that they can take notes and work on answers that they don't immediately know the answers to.
3. Make sure you have enough pens or pencils available to hand out to teams in case they don't have their own.
4. Print out the quizmaster's question and answer sheets and familiarise yourself with the content of the quiz. We also recommend that you check the difficulty level of the quiz and if you feel the quiz is too difficult then you can replace some of the harder questions with some of your own easier ones, or adapt a few questions to make them easier (e.g. give the initial letters of some of the answers). Similarly, if you feel the quiz is too easy, you can replace some of the easier questions with some of your own more difficult ones.
5. Make sure you are clear on what the entry fee is and whether you should have a limit on the maximum number of people allowed in one team. Most quizzes will have an entry fee of £1 or £2 per person, and if limits are imposed, these are likely to limit teams to 5 or 6 members.
6. Decide how the quiz should be marked. The fairest way would be for everyone to hand in their handout rounds and completed answer sheets at the end of the quiz to be marked consistently by the same person. However, if you don't have the time or resources to do this, then you can ask each team to swap their sheets with another team to mark as you read out all the answers. If you do this, then we recommend that you also ask teams to pass back the marked answer sheets to their original teams so that they can quickly check that they have been marked fairly and that they are happy with the score they have been given.
7. Make sure you know what prizes are available. In most quizzes, the prizes will be generated from everyone's entry fee, but with this charity quiz, it might be worth seeking "donated" prizes. This way you can maximise the amount of money you can raise for charity.

## Round 1 – Handout Round

A copy of this should be distributed to each team at the very start of the quiz along with copies of blank answer sheets (on which they will write their answers to all subsequent rounds). At this point you should explain that everyone can work on the handout round straight away and continue to work on it right up until the end of the quiz.

When you hand out these sheets, you can also collect everyone's entry fee and ensure that no team is exceeding the maximum limit on the number of people allowed in a team (if a limit exists). If required, you can also hand out scrap paper and pens or pencils at this point.

## Round 2 – TV and Films

This is the first round where you read questions aloud and teams have to write their answers on the blank answer sheets provided. This is a straightforward round to ease people into the quiz and features 10 comedy themed questions on TV and films.

We recommend that when you read out each question, that you state the number of the question and read out the question twice with a short pause in between. You should also allow a longer pause between questions. This should ensure that everyone is clear about what is being asked and that they have a reasonable time to discuss the question within their team and write down their answer.

## Round 3 – Connections

Before you start reading out the questions in this round, you should make sure that everyone is clear about the nature of the round, explaining that you will ask 7 general knowledge questions followed by a final question, worth 3 points, asking for a comedy related connection between the first 7 answers.

## Round 4 – Just For Laughs

This is a straightforward question and answer round featuring 10 general knowledge questions themed around laughter.

## Break

We recommend that you have a short break between rounds 4 and 5. As well as giving you a rest from reading out questions and the teams a rest from listening and writing down answers, this will also give people extra time to work on their handout round and on any questions in previous rounds that they aren't sure about.

## Round 5 – Points Builder

This round involves you reading out 5 questions, all themed around the subject of comedy. Question 1 requires just 1 answer, question 2 requires 2 answers, and so on, until question 5 requires 5 answers. Each individual answer is worth 1 point, so there are 15 points in total available for this round.

## Round 6 – Initial Letter Link

Before you start reading out the questions in this round, you should make the nature of the round clear to everyone, explaining that you will ask 8 comedy themed questions followed by a final question, which is worth 2 points and the answer to which can be spelt out by rearranging the first letters of the first 8 answers.

You may choose to read out question 9 at the start of the round to make everyone clear on this, but if you do then make sure teams know that this is the last question in the round and that the answer to it should only be written by number 9 on their answer sheets. As with the connections round, this should give added enjoyment as during the round, teams will be trying to spell out the answer to question 9 as well as trying to answer the individual questions.

## Round 7 – Funny Ha Ha

Before you start reading out the questions in this round, you should make the nature of the round clear to everyone, explaining that you will ask 10 general knowledge questions and that each correct answer either starts with or ends with the letters "ha".

## Round 8 – Double Trouble

This final round features another 10 questions on the general theme of comedy, however there is an added twist. A correct answer is worth 2 points, but an incorrect answer is worth minus 4 points. For this reason, teams can choose to leave answers blank if they don't want to take the risk of losing 4 points.

### Break

Before beginning to mark everyone's answer sheets, we recommend that you have another short break. This will allow teams to check back on any questions in previous rounds that they aren't sure about.

After this break, each team's handout round and answer sheets should be marked as decided in your preparation for the quiz, and scores collected in to determine how all the teams have fared in your quiz.

### Tie Breaks

Once the quiz has been marked and all of the teams' overall scores are taken into account, if two or more teams have the same score then we recommend that you use one or more tie break questions to decide which team is the overall winner.

Two tie break questions are included at the end of the quizmaster's question and answer sheets and we recommend that you choose one of these, read the question aloud, and ask the teams involved to write down their guess at the answer on a piece of paper and hand it you. The team who's answer is closest to the correct answer is then deemed the winning team.

In the unlikely event that two (or more) teams guess incorrectly, but that the difference between their guesses and the correct answer is the same, then you can simply state this and ask them to guess again (without reading out either of their guesses or the correct answer). Also, in the highly unlikely event that two (or more) teams guess the correct answer, simply use a second tie break question.

### Support

If you require any further assistance on using Bubble Tree's quizzes, please e-mail [support@bubbletreequizzes.com](mailto:support@bubbletreequizzes.com)

### Feedback

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