



## How to hold a **Quiz or Karaoke night**

**To help you raise much-needed funds for victims of crime, We've listed a few tips to make your event a success.**

### **Planning**

Which venue: local pub, community centre, your living room?

Make sure you check the date doesn't clash and think who you want to invite

### **Promotion**

Create a facebook event, send a text, promote on Twitter, put up posters, hand out flyers at school gates, work etc.

### **Create a theme**

Competition - get prizes donated to give away, charge extra for a bonus round, hold a raffle.

Team Entry - ideally get people to register (and pay) in advance so you know how many people are attending (perhaps offer a discounted rate for pay before the day).

### **Food and drink**

Try to negotiate a donation from bar proceeds, or bring your own to sell. Bringing your own food and drink will make a much better fundraiser (fish and chip supper works well).

### **After your event**

Congratulations! All your hard work has paid off and you've organised a fantastic event for a great cause and raised lots of money for victims of crime. There are just a few important things to remember before you put your feet up.

Thank all of your volunteers, prize donors and anyone else who helped on the night or leading up to it, let everyone know the final total raised and how that money will help support victims move beyond crime.

### **Get in touch**

We are here to help you plan and make your event a success so please get in touch!

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