



Host Guide 2025

Get ready for a fantastic night!

Thank you for joining us for The Big Quiz Night. It's sure to be a great night filled with poverty-fighting fun!

We are so grateful you have chosen to give your time and energy to help people in extreme poverty around the world. Your involvement in this event truly matters and will make a difference.

We want to make it as fun and easy as possible for you and your team of volunteers to run the quiz. In this booklet, you'll find heaps of useful info to help make your Big Quiz Night a fabulous event.

In this guide you'll find:

- A suggested "to-do" list to help you run the perfect quiz
- Things to consider as your plan for the night
- Extra fundraising ideas for the super-keen
- A proposed running order for the event

Once again, thank you. Your support will make a huge impact, so have fun and know you are part of something amazing. We're looking forward to hearing all about your **#bigquizNZ!**

Your Quiz Queen,

Victoria Hanna

Team Tearfund





Putting faith into action

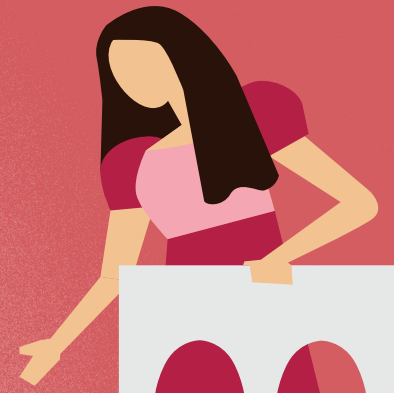
We believe communities hold the best solutions to their problems, so we identify local organisations around the world to partner with to make a positive change. We focus on making the biggest impact in four areas:

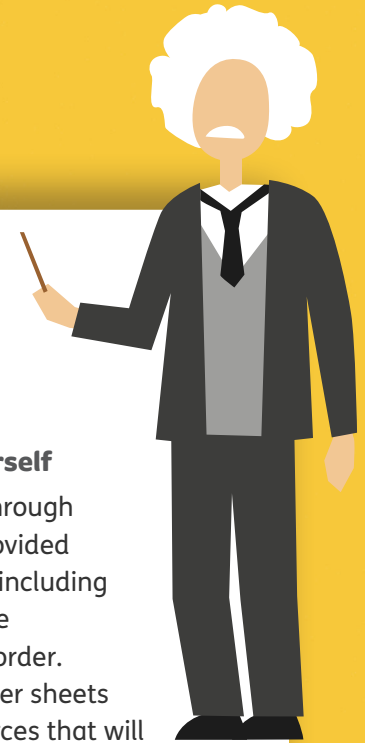
Modern Slavery An estimated 50 million people are victims of the horrific crime of human trafficking. Criminal networks deceive and coerce people into modern slavery, robbing them of their freedom and dignity. Our partner in Thailand works to strengthen justice systems, support survivors and hold offenders accountable for their crimes of human trafficking and sexual exploitation.

Child Development In their earliest years, children born into poverty are especially at risk from disease and malnutrition. Because of this, too many children die from preventable causes in the world's poorest countries because mums don't have access to the care their babies need. The Child Survival Mums and Bubs programme, in partnership with Compassion, serves pregnant mothers, primary caregivers and their babies during the child's critical first year when infants are most at risk of illness and death.

Disaster & Conflict The world is currently undergoing the largest population displacement in recent history, with an estimated *122.6 million people forcibly displaced. Additionally, 400 natural disasters occur each year, impacting approximately 200 million individuals. Tearfund, with the help of generous donations from supporters and government funding, is working to alleviate the suffering of those affected. Last financial year, Tearfund supporters positively impacted 186,000 people affected by disasters and conflicts. **figure from October 2024*

Farming & Enterprise Our Farming and Enterprise partner in Vanuatu provides training and support to farmers who plant and harvest coffee beans. The farmers' cooperative processes the green beans and exports them to roasters in New Zealand. Some of the coffee beans are also sold in Vanuatu. As well as growing, roasting and exporting coffee beans, the social enterprise also processes peanuts and buys and sells fresh vegetables grown by local farmers. This project allows small farming families to put food on the table, send their kids to school and create a better future.





Your Big Quiz Checklist

1. Sign Up Your Church

Congrats! You've already done this and are ahead of the game. So, now's the time to start dreaming up your perfect quiz night and how you can make it unique to *your* community.

2. Gather Your Team

A great quiz needs a great team. You'll likely need people to help with food (if any), welcome quizzers, someone to MC, a couple of scorekeepers, and a few hands to help with audio/visual and set up and break down.

3. Start Promoting Big

Hang up the poster provided on our resource page, spread the word on social, and make an announcement at your service using the customizable PowerPoint slides provided. You can also post your event on community Facebook page or hang flyers around town.

4. Familiarise Yourself

Make sure to look through all the resources provided well ahead of time, including the quiz film and the suggested running order. Download the answer sheets among other resources that will be emailed to you and on our resource page on the Big Quiz webpage on our website.

5. Customise Your Big Quiz

Make the Big Quiz Night work for your church! Tailor your night to whatever suits your community best—whether that's adding food, music or fundraising challenges.

6. Get In, You Beauty

Preparation is paramount to make your quiz a success. So, remember to check your PA system, microphone, laptop, projector and screen. You may even want to do a run-through with your volunteers to make sure it's smooth sailing!

7. The Big Quiz Event

This is it! You will have planned and prepared for a great night of community fun and fundraising! Encourage your guests to post online throughout the evening using **#bigquizNZ**

8. Relax (No, Really!)

You've done it! Make sure you enjoy a well-deserved break the next day. After that, it's time to transfer any funds raised through the event to Tearfund.



Going Above and Beyond

To satisfy the fundraising component, we suggest quiz-goers make a **minimum donation of \$10 per ticket at the door**. Your church can monitor the number of attendees and the donations collected at the door and simply transfer the funds to Tearfund after your event.

If your church is keen to go above and beyond that goal and **double or even triple your impact**, we've come up with a few **bonus fundraising ideas** to get your creative juices flowin'!

Include a raffle

Purchase a few fun prizes you can raffle off at the event and donate the ticket sales. You can also ask local businesses if they'd like to donate items and help them get their names out there.

Make a meal of it

If you've got some great cooks in your church, you could charge an extra few dollars on top of the donation and offer a sit-down meal, potluck, or some simple snacks and donate the sales.

Get baking

Everyone loves cake, so why not hold a bake sale? Have some yummy treats to sell before and after the quiz, or even hold your very own bake-off.

Running The Quiz

We will send you everything you need to run your event by email which will lead you to the big Quiz Resource Page on our website. So, be sure to check the email address you used to sign up for the quiz regularly.

First, you will receive all the print resources you need—question sheets, picture round sheets, and answer sheets. We'll also include a spreadsheet for your scorekeepers to tally up the points as you go. *Make sure the MC keeps the rivalry alive by reading out the points throughout the game!*

To prepare, you will need to print the answer sheets (double-sided) 5x for each table to cover all 9 rounds including our bonus round. To set up the tables, ensure each table has their five answer sheets, enough pens, and a table name card.

Speaking of teams, teams work best with an even number of people—ideally 4-6 people—so you might need to shuffle the chairs around a bit.

We will email you the full quiz video, which you can choose to stream on YouTube or download. Either way, you can play and pause the quiz as needed. You can also print the quiz questions and answers if you prefer to read them. During the quiz, don't forget to keep the teams updated on the scores!



Here's a handy schedule to keep the fun moving!

6:30pm Doors open

Music / entertainment / your fundraising idea.

6:45pm Share a meal

Fuel up for the game.

7:15pm Quiz time

May the best team win!

8pm Half-time 15 Mins

Stretch your legs / call your mum / send a clever tweet using #bigquizNZ

8:15pm second half

Finish strong...

9pm Announce the winners!

High-five your mates on a job well done!



Big quiz, small (but important) print

Feed the quiz

If you plan to have food on the night, there are a few ways to do it. You could provide the food yourself with a team of cooks and servers, get people to organize a potluck, or you could order takeaway/catering. The Ministry of Primary Industry (www.mpi.govt.nz) provides guidelines for preparing, handling and cooking food. Or if you are opting for takeaway, make sure that they have a Food Hygiene Certificate and Public Liability Insurance.

Tweet not cheat

We'd love you and your teams to spread the love on social on the night using the hashtag **#bigquizNZ!** The best times to do this are at the start, during the break and then at the end. Otherwise, please ask people to put their phones away to prevent cheating.

Safety first

Consider potential risks to organisers, guests, volunteers, helpers or the general public at your Big Quiz Night, and think about how you can minimise the risk. If you're serving food, you will need to consider people with allergies. Please note: Tearfund will not accept any responsibility for accident, injury, loss or damage as a result of your Big Quiz Night.

Show us the money

Your church is responsible for collecting donations for the Big Quiz. **Please encourage your attendees to bring their \$10 donation with them on the night of your quiz.** Ideally, at least two people (unrelated) should be assigned to collect, count and record all cash handled at your event and cash donations should be stored in a secure cash box. Immediately following the event, please transfer the total amount of funds to:

Tearfund NZ 12-3024-0505787-001

Code: TBQ-25

Particulars: <church name>

Reference: <your name>

The gift aid that keeps on giving

All donations to Tearfund over \$5 are eligible for the New Zealand donation tax credit, which reimburses 33% of the total amount. Claim your credit by simply filling out the relevant form on the IRD's website or through the myIR portal.



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Tearfund is a registered charity of the New Zealand Charities Commission. Charities registration number cc21725.

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