



## **HOST GUIDE: FOR INDIVIDUALS**

We hope you're excited to host your quiz! The World's Biggest Pub Quiz is a fundraising event and we are very grateful you've chosen to support of Shelter, Shelter Scotland and Shelter Cymru. To make it easy for you, and to ensure your fundraising is safe and legal, we have put together this host guide for your event. If you are organising the quiz as a pub/ venue or as a corporate activity, please find the correct guide for you in the downloads section.

The information here is for events in aid of Shelter, Shelter Scotland or Shelter Cymru. If you are fundraising for another charity, please reach out to your chosen charity directly for information on how to send donations. **Shelter will not be able to transfer or split donations to other charities.**

## **USING OUR NAME AND LOGO**

Please feel free to use our "in aid" of logo on your social media posts and other materials you use to promote The World's Biggest Pub Quiz. For legal reasons, you must not use our name and logo in any other ways. You must also take care in the way that you describe how you are raising money for us. We may withdraw your right to use this logo at any time.

## **COLLECTING DONATIONS**

A simple way to raise funds at your quiz event is to suggest that participants make a donation to play. These donations must be **voluntary**, and no one should feel pressurised to donate. You might want to have a **suggested donation** amount (we suggest £5 per player!) however, people should be able to donate less, more, or nothing if they choose.

This will enable Shelter to claim **Gift Aid** on donations, which will increase the fundraising total by 25% at no cost to you or the players. We want this to be a fun and accessible event and if players are forced to pay to play, we won't be able to claim Gift Aid.

To make things easier, this year if you are fundraising for Shelter, Shelter Scotland or Shelter Cymru quiz players can make their donations directly. This means there is no cash handling or bank transfers needed for your business. The links to these donation pages will go live in May, in time for your event.

- ✓ Shelter donation page: [www.shelter.org.uk/quiz](http://www.shelter.org.uk/quiz)
- ✓ Shelter Scotland donation page: [www.shelterscotland.org.uk/quiz](http://www.shelterscotland.org.uk/quiz)
- ✓ Shelter Cymru donation page: [short link]



For any additional fundraising you do (see below for some ideas and guidance) please ask participants to make any donations to the same Shelter payment pages. Please get in contact with [quiz@shelter.org.uk](mailto:quiz@shelter.org.uk) to organise a bank transfer if you do collect any cash donations.

### **USING THE DONATION PAGES- YOUR GUIDE.**

1. If players would like to donate, direct them to the payment page before they play
2. Players will enter their information, including which venue they are at (so we can calculate your overall fundraising total) and make their donation- **Please put in your hosts name if you are holding this at home or with friends and family.**
3. We recommend a suggested donation of £5 per person, but it's up to them how much to donate and they are free to play without donating.
4. Players will receive an email to thank them for their support of Shelter and provide a receipt of the donation.
5. All done! All donations made on these pages will go directly to Shelter, Shelter Scotland or Shelter Cymru. You do not need to do anything else and can get on with the quiz!

## **FUNDRAISING TIPS AND IDEAS**

### **Raffles and Tombolas**

A popular way to boost your fundraising is host a raffle or tombola alongside your quiz. If you are doing this, please ensure:

- The sale of the tickets and the winners revealed at the same event/ on the same day
- All tickets cost the same (e.g. you cannot price 1 ticket for £5 and 3 tickets for £10)
- Children under 16 cannot sell or buy tickets
- Deductions for purchased prizes must not exceed £500. We recommend asking for prize donations instead

This is important to ensure that no gambling rules are breached.

### **Banker or Joker**

Give quizzers the opportunity to play a banker or joker for a donation. A 'Banker' allows the team to double their points for a correct answer of their choice, and a 'Joker' allows them to secure at least one point even if their chosen answer is wrong. Players can boost their quiz score whilst boosting the fundraising total - everyone's a winner!

### **Mini Games**

Hosting mini games or a quiz 'lightning' round is great for fundraising. Who can throw a paper airplane the furthest? Who knows the obscure movie quote or who has the oldest coin in their pocket? Ask for an additional donation to play.

All donations must be freely given.



## HOSTING TIPS

- ✓ **Run through the quiz.** Familiarize yourself with the questions. Remember, you can use all of our quiz, part of our quiz or completely do your own thing!
- ✓ **Find some facts about Shelter, Shelter Scotland or Shelter Cymru,** let people know a little about the charity they are supporting. There is some advice on the bottom of this page. Please don't say anything inaccurate as this can mislead donors.
- ✓ **Decide your format.** If you are going to run mini games, decide when. Think about when is best to take breaks and how long the quiz will take.
- ✓ **Familiarize yourself with the donation pages.** Take a look at the donation pages above and make sure you know what link to direct people to, and how it works.
- ✓ **Spread the word.** Don't forget to invite people to your event in plenty of time. Share on your social media, tell friends and family and give people plenty of notice.

## YOUR SUPPORT

*If you have chosen to fundraise for Shelter or Shelter Scotland, this section will give you the information you need to inform quiz participants how their donations will be spent and the impact they can have on Shelter's vital mission to fight the housing emergency.*

Your donations help Shelter to defend the right to a safe home, because we believe home is everything. Home is a human right. It's our foundation and where we thrive. Yet, everyday millions of people are be devastated by the housing emergency.

Your fundraising could help to:

- ✓ Answer the next person who calls our emergency helpline
- ✓ Get someone facing street homelessness into a safe, long-term home
- ✓ Provide vital legal support for someone fighting for a secure home