

Modern Woodmen Project-in-a-Box Trivia Contest

Modern Woodmen of America is pleased to offer this Project-in-a-Box for the use of our chapters, Summit chapters and youth service clubs. Enclosed you'll find tools for planning a trivia contest as a social activity or Matching Fund event in your community. This kit is designed to make your planning easy and successful.

What is a trivia contest?

A trivia contest is a fun competition where teams of eight to 10 family members, friends and/or coworkers come together to battle similar teams to see who has the greatest knowledge of trivia.

How does a trivia contest benefit communities?

A trivia contest offers Modern Woodmen members and others in a community an opportunity to participate in a chapter or Summit chapter social activity or a chapter, Summit chapter or youth service club Matching Fund activity.

If the trivia contest is used as a Matching Fund activity, the proceeds from entry fees and contest-related events such as a 50/50 raffle, silent auction and snack bar are included under funds raised and are matched by Modern Woodmen up to \$2,500. This money is provided to support a local community cause or individual experiencing a catastrophic need.

How much can a trivia contest Matching Fund activity earn?

The profitability of a trivia contest depends on:

- **Attendance.** More people means more dollars raised.
- **Admission price.** A recommended donation is \$5-\$20 per person.
- **Supplemental earnings** from selling snacks and beverages, conducting a raffle or silent auction at the same event, the sale of Mulligans, etc.
- **Expenses.** Any costs associated with conducting a trivia contest should be subtracted from the total earnings.

For example, if you have 10 tables of 10 people at a cost of \$10/person, you will raise \$1,000. Mulligans can raise another \$100. Selling donated soda, baked goodies and popcorn can raise an additional \$100. Assuming \$200 in various expenses, you might make about \$1,000 – and have a good time doing it!

What is included in the Trivia Contest Project-in-a-Box?

In addition to this instruction manual, the Trivia Contest Project-in-a- Box contains:

- A CD containing a PowerPoint presentation of 100 trivia questions and answers.
- A paper copy of the questions and answers.
- A large scoring sheet to display, along with a marker and masking tape.
- 10 copies of trivia categories and rules.
- 100 Mulligan stickers.
- 50 Modern Woodmen brochures.
- 10 sets of answer sheets.
- 10 Modern Woodmen pencils.
- 10 table tents.
- Three red pens for judges to use.
- Pre- and post-event media release templates.
- Sample score sheet.
- Sample room layout.

What else do I need to hold the trivia contest?

Other items you will want to have on hand include:

- Calculator for judges/scorers.
- Prizes for the winning teams.
- Laptop computer.
- LCD projector.
- Screen (or a blank wall).
- Microphone.
- Extra pencils/pens.
- Scratch paper.

How does a trivia contest work?

A trivia contest usually lasts between two and three hours and includes a 10-minute break at the midpoint (after the 5th round). General knowledge, trivial interest and mind bender questions are asked by an emcee or host. Attendees pay an entry fee of \$5-\$20 per person (\$10 is customary).

After 10 rounds of play, the team with the most questions answered correctly wins. Each round of play includes 10 questions, and each question is worth 10 points. After each round the questions are collected by runners and scored by judges. An ongoing tally of table scores is prominently displayed for all teams to view.

Where do I find the trivia questions?

The questions and answers are provided in a PowerPoint format on the CD found in this Project-in-a- Box. A paper copy of the questions and answers is also provided in case technical difficulties arise.

What are Mulligans?

Mulligans are “gimme” stickers available for purchase by teams. When a team doesn’t know the answer to a question, it can use a Mulligan to receive full credit for the answer. Each team can purchase no more than 10 Mulligans at a cost of \$1.00 each. Mulligans are sold prior to the beginning of the competition.

When should I start planning the trivia contest?

Though most of the preparation work can take place in the week prior to the trivia contest, *finding a venue for the event and promoting the contest should begin six to eight weeks before the event.*

Trivia Contest Checklist

Stage 1: Pre-event planning and organizing

Find and reserve a location.

The trivia contest may be held in a church basement, school gym or cafeteria, or a community building or center. Some facilities may provide a room free of charge if they know your event is to raise funds toward a good cause.

Decide on a date and time for the event.

As you plan, keep in mind a full-length trivia contest (10 rounds of 10 questions each) lasts between two and three hours, with a 10-minute break at the midpoint (after the 5th round).

Complete a Matching Fund or activity request form.

Whether you plan to hold the trivia contest as a social activity or a Matching Fund, you must complete and submit an activity request form or Matching Fund request form online at imakeanimpact.org at least 30 days before the activity to ensure postcards are sent in a timely manner. *Always obtain approval from the Fraternal Department before making any binding decisions, commitments or arrangements.*

Ask participants to RSVP **a week before the event** so you know roughly how many people to expect. Knowing how many teams to expect will ensure you have enough supplies on hand for the trivia contest.

Create a plan and recruit volunteers.

It's very important for project coordinators to provide volunteers with meaningful, doable roles. Be sure everyone has a job to do before, during or after the event and understands how to carry it out. When members RSVP, offer one of the roles described below, or create other volunteer roles as needed.

Before the event:

- Donation seekers.** Donation seekers are especially important if your trivia contest will raise funds for a community cause. These people have connections within the community and will feel comfortable asking local individuals, organizations or businesses to:
 - Offer room space to hold the trivia contest.
 - Contribute prizes to award to the winners of the trivia contest. If you're holding a fundraiser, ask business people in your community if they might be willing to contribute a coupon, gift certificate or other item for your trivia contest.
 - Provide snack items for volunteers.
 - Donate other items as needed.

- **Artist.** You will want to give credit during the trivia contest to sponsors for their donations. An artistic volunteer can create a poster or two recognizing individuals, organizations or businesses that have donated space for the event, prizes, snacks or other items.

During the event:

- **Emcee.** The emcee's job is to welcome attendees, read the trivia contest rules, ask the questions and share the answers with the audience. The emcee can also run a drawing for door prizes, present the awards to winners and make additional announcements. Find someone who feels comfortable speaking in front of a group and will enjoy running the show!
- **AV person.** You may want to have an AV person on hand if you're plan to use the trivia contest PowerPoint presentation on CD that's provided in this Project-in-a-Box. The AV person should know their way around computers and cables; they can take care of hooking up the laptop and projector for you.
- **Greeters.** Greeters staff the registration table. Since greeters are on the front line, they should be outgoing individuals who are comfortable interacting with those they don't know.
- **Judges.** Two or three judges are recommended. After each round ends, these individuals receive the answers from the runners. They review the teams' answers and score their answer sheets using their best judgment (red pens are provided in this Project-in-a-Box). Judges should be comfortable scoring and confident in their decisions. The judges' decisions are final.
- **Runners.** Runners pick up the official answer sheets from each table and deliver them to the judges for scoring. They help keep the event moving so you're not waiting on teams to turn in answers. Youth or teen volunteers often make ideal runners and enjoy this role. Line up runners before the event.
- **Scorers.** Scorers can also be judges or runners if you're short of people to help and need to double up roles. Scorers add the score totals marked by the judges for each team after each round. Scorers should feel comfortable using a calculator. You may wish to find a scorer for every five teams.
- **Snack bar crew.** If the trivia contest is being held as a Matching Fund activity, selling snacks and beverages can help raise additional funds. Your snack bar crew should be good handling money and quickly processing food orders.
- **Photographer.** This volunteer has experience taking photos of people in action. The photos can be shared after the trivia contest with volunteers, the Fraternal Department and media outlets to promote your successful event.

After the event:

- **Clean-up crew.** The clean-up crew is a vital part of the trivia contest volunteer team. These hard-working individuals fold up and stack tables and chairs, pick up trash, take down signs and in general return the event site to its original condition.
- **Determine food and beverages.**

Food and beverages are an important part of any trivia contest. If the venue allows outside food to be brought in, participants might enjoy contributing to a snack “potluck” by bringing bags of chips and other favorite snacks. If the venue wants to sell its own snacks and beverages, consider asking the manager about a group discount.

You can also solicit sponsors for snack food items. These can be sold at a snack bar and the proceeds added to the total funds raised.

□ Promote the trivia contest and extend invitations.

Start promoting the trivia contest six to eight weeks ahead of time to ensure as many people as possible attend.

Two or more chapters, Summit chapters or youth service clubs can join together to carry out a trivia contest Matching Fund activity. Depending on the details of the event, premier status credit may be given to just one chapter, Summit chapter or youth service club, or multiple groups may receive credit.

Promote the trivia contest to churches, social groups and other organizations by asking them to include information about if you can run an item about the contest in their newsletters. Ask your local newspaper if you can include an item in its community calendar or another listing. These are easy, free ways to get the word out.

Promotional information should include details about where and when the trivia contest will take place, along with who or what the funds will benefit, if the contest is held as a Modern Woodmen Matching Fund activity.

□ Organize AV equipment.

If you don't have a laptop computer, consider borrowing one from family or friends.

Your Modern Woodmen regional director, local library, school district or hotel may have an LCD projector and screen available to borrow or rent. If you're holding a Matching Fund activity, they may permit you to borrow the projector free of charge. It never hurts to ask!

□ (Optional) Determine prizes and solicit sponsors.

Depending on state regulations, you may choose to award winners a portion of their entry fees as prizes. As an alternative, you might create a gift basket for first-, second- and third-place winners. Local individuals, organizations and businesses may be willing to donate coupons, gift certificates and other items for the baskets. (For easier distribution to team members, ensure each basket has at least 10 items.)

- **Submit a pre-release to your local media outlets.**
Spread the word about this Modern Woodmen social or fundraising activity by completing and emailing the pre-release to media outlets in a timely manner.

- **Prepare for additional attendees.**
This Project-in-a-Box contains enough materials for 10 tables of participants. If you expect more attendees, make extra copies of the:
 - Trivia categories/rules sheet.
 - Answer sheet packet.
 - Table tents.

- **Provide a friendly reminder.**
If possible, email or call members a few days before the trivia contest to remind them of the event and to answer any questions they may have.

Stage 2: Day of the trivia contest

Before the trivia contest begins

Set up the room.

1. Place a chair or podium in the front of the room for the emcee.
2. Set up enough tables for all participants (eight to 10 per table). Have two or three extra tables set up for people who may unexpectedly show up the day of the event. (For a sample room layout, see the diagram in this instruction manual.)
3. Set up a table for the judges and scorers.
4. Number the table tents and place them on the tables in sequence. This makes it easier to direct participants to the tables.
5. Display one or more posters thanking sponsors for donations of event space, prizes and other items.
6. Place contest supplies on the tables.

Registration table:

- Attendance sheets.
- Mulligan stickers.
- Modern Woodmen brochures.

Team tables:

- Table tents with table numbers clearly marked. (One per table.)
- Trivia Contest Categories sheets. (Contest rules are on the reverse side.)
- Modern Woodmen pencils.
- Scratch paper.
- Modern Woodmen brochures.
- Team answer sheets. (Ten per table, one for each round of questions.)

Judges/scorers table:

- A paper copy of the questions and answers.
- A copy of the Trivia Contest Categories/rules sheet.
- Red pens for marking team answer sheets.
- The large scoring sheet, marker and masking tape to display team scores.

□ **Welcome and prepare participants for the contest.**

After the laptop is plugged in and ready to go, have the AV person display Slide 1 (“Welcome!”) as attendees gather.

Greeters should welcome participants to the trivia contest and assign them a team number. Ask for the team captain’s name or the team’s name so you can direct them to the right table.

If participants don’t have eight to 10 people at their table, offer to combine them with another table to form a team with more people. Take the opportunity to introduce the two sets of individuals to each other.

□ **Sell Mulligans.**

Sell Mulligans – “gimme” stickers available for purchase – prior to the start of the competition, perhaps as contestants check in at the door.

Teams can use a Mulligan when they do not know the answer to a trivia question. They will then receive full credit for the answer. Each team can purchase *no more than 10 Mulligans* at a suggested cost of \$1.00 each.

□ **Sell food and beverages (optional).**

If your venue allows you to sell donated food and beverages at the event, price them simply so your snack bar volunteers can easily add them. For example, charge \$1.00 per beverage and \$.50 for snacks like bags of chips or cookies.

□ **Review trivia contest rules with attendees.**

When all contestants have registered and are settled at their tables, ready to begin the contest, advance the PowerPoint to Slide 2 (if using the CD provided). Click “Introduction” to review the trivia contest rules.

If you’re not using the CD, ask participants to follow along on their table’s paper copy. (The rules are found on the reverse side of the Trivia Contest Categories sheet.)

Before the trivia contest begins, each team should write an estimate of their final score at the top of the Round 1 answer sheet. In the event of a tie, the team with the closest estimate wins the contest.

Running the trivia contest

□ Read the questions.

If you're using the CD, Slide 2 contains direct links to the 10 rounds of questions and the 10 rounds of answers. Simply click the appropriate link. As each section concludes, the presentation returns automatically to Slide 2.

The emcee reads each question as it's displayed on the screen (or wall) or written in the paper copy of the questions and answers. The emcee should read the question twice. Provide about one minute between questions so each team can decide its answer and write it in the space provided on the answer sheet. To ensure fairness to all, the emcee should provide no clues to the answers to any of the questions.

□ Collect the answer sheets.

At the end of each round of 10 questions, runners collect the answer sheets from the teams. All answer sheets must be collected before the next round begins.

□ Judge the answer sheets.

Two or three judges should work in tandem to check the teams' answer sheets against the official answers provided by Modern Woodmen. Teams receive 10 points for each correct answer. The judges and/or scorers keep a running score for each team.

If necessary, judges can give half-credit (5 points) for an answer that is partially complete or correct.

If a participant challenges an answer or a judge's ruling, the judges will hold a brief discussion and reach a final decision. Once a final decision has been made, the challenge must be dropped and the trivia contest will move forward. *The judges' decisions are final.*

□ Post team scores.

After the judges check answers, the scorers use the black marker to write each team's score on the large sheet of paper. The paper is displayed at the front of the room or other visible location using the masking tape so teams can track their progress. (A large dry-erase board, if available, would also work well.)

□ Share answers from the previous round.

While the scorers are posting the scores, the emcee should quickly review the answers from the previous round. This can be done easily by clicking the link to that round's answers on the PowerPoint presentation (from Slide 2), or reading the answers from the paper copy of the questions and answers.

A round's answers should not be read until all the answer sheets from that round are collected by the runners.

□ **Provide an intermission break.**

A trivia contest is often two or three hours long, so give your participants a break about halfway through the event. You might plan a 10-minute break after Round 5.

Concluding the trivia contest

□ **Announce the winners and award prizes.**

When the final round is complete, judges will begin their final deliberations as to the winner of the trivia contest. This would be a good time for:

- The emcee to announce and thank sponsors for their support of the event and their donations.
- (If the contest was held as a Matching Fund) A representative from an organization to address attendees about its work and describe how the funds raised will be used. *If the beneficiary is an individual, do not invite remarks unless prior arrangements have been made.*

In case of a tie, the team having the closest estimate of their final score – as written at the top of the Round 1 answer sheet – wins the trivia contest.

Depending on state regulations, the top three teams may be awarded a portion of their entry fees as prizes. For example, the first-place team might receive 100 percent of its entry fee; the second-place team might receive 50 percent of its entry fee; the third-place team might receive 25 percent of the fee. Team members can divide the winnings. (If the trivia contest is held as a Matching Fund activity, winners might donate their winnings to the charity recipient of the fundraiser.)

If prizes other than money are awarded, have the winning teams pick in order of standings. (The first-place team would choose first.)

Stage 4: Post-event procedures

☐ Celebrate!

If the trivia contest was held as a Matching Fund activity, gather briefly with volunteers to recognize the success of the event

☐ File a Matching Fund or activity report form.

If the trivia contest was held as a Matching Fund activity, complete and submit a Matching Fund Report form. Include a signed and notarized Declaration of Funds Raised form with the report. If the contest was held as a social activity, complete and submit an activity report form.

Include receipts for any items purchased in conjunction with the Matching Fund or social activity. To count toward the Fraternal Achievement Program, your report must be filed no more than 30 days after the activity and by Dec. 1. Upload good, clear photos to the imakeanimpact.org website.

☐ Send thank-you notes to sponsors and volunteers.

It's thoughtful – and wise – to thank those individuals and businesses that helped make your trivia contest successful. If the trivia contest was held as a fundraiser, it's even more important. Take the time to write personal thank-you notes – and send them as soon as possible.

☐ Submit a post-release to local media outlets.

Bring attention to your successful event and spread the good news about what Modern Woodmen does in communities by completing and emailing the post-release to media outlets in a timely manner. Attach good, clear photos of participants having fun at the contest!