

BIG HERO QUIZ



FUNDRAISING GUIDE



**HELP for
HEROES**
Support For Our Wounded



Registered with
**FUNDRAISING
REGULATOR**

What is the Big Hero Quiz?

Do you know:

- a) Which planet is closest to the sun?
- b) How many valves a trumpet has?
- c) Which cheese shares its name with an English gorge?

We are hoping that quiz enthusiasts from around the country will grab a pencil, put their thinking caps on and take part in Help for Heroes' Big Hero Quiz!

The ready-made quiz pack includes a quiz and answer sheet, posters and leaflets and Gift Aid forms so you have everything you need for a fun time. With a very loose fundraising target of £100, we are hoping that communities across the country will get together to raise funds. With your efforts, Help for Heroes can provide lifelong support for those who have been wounded, injured or sick while serving our country in the British Armed Forces. So why not hold an evening of entertainment at a local pub, your workplace, or even at a dinner party and raise money for our Heroes?

PS – the answers are (a) Mercury, (b) three, (c) Cheddar



Before the event

Organising venue and date

You can hold your Big Hero Quiz anytime. There are lots of places that you can hold a quiz. It could be in your local pub, with your work friends, as part of a sports team night or at home with your friends – wherever there is a group of people who want to have fun!

Permits and licensing

If you are holding a raffle at your event, you may need a licence. Usually a small scale raffle using cloakroom tickets at a private event will not require a licence, but please check with your local council.

Contacting local press

The key to a successful quiz is promotion, promotion, promotion!

If you are holding a public event, contact your local and regional newspapers and tell them about your fundraising. It is even better if you can send them a photograph that they can include. Local advertising papers often have free space at the front for charity events and there are a growing number of online local 'what's on' websites where you can register your events free of charge.

Speak to your local radio stations and ask them to promote your quiz – they often have a website as well.

Recruiting a local celebrity or dignitary will increase the chance of local media promoting your event and turning up on the day.

Posters

Our Big Hero Quiz posters have been designed so that you can either print them and handwrite in your details or type in the details of your quiz and print as required. The poster has been emailed to you. To type your details onto the poster you will need the latest version of Adobe Reader, which is available for free from adobe.com



How to run your Big Hero Quiz

Quiz Master:

A good, confident Quiz Master adds vast amounts of enthusiasm to the quiz, ensuring that everyone has lots of fun and raises lots of money!

Their job is to accept donations, read out the questions, read out the answers so that the teams can mark each other and then award the prizes. They also need to make sure that everyone plays by the rules!

Team sizes

Think about team size. The knowledge from a team of twelve people will provide an advantage over a team of two. A limit of six people is a popular choice, with two points deducted per additional person.

Equipment

You may require a P.A. system so the quiz presenter can be heard when reading out the questions. Pencils, pens and additional paper always come in handy.

Prizes

Although the quiz is for charity it may be an idea to offer a prize. It may be best to keep it modest such as a bottle of wine, a pub meal or vouchers. You can ask local shops, businesses and organisations to donate these to you.



Make your Big Hero Quiz a success

Make your quiz even better and hit our suggested £100 target by thinking of additional ways to fundraise; here are a few ideas:

Fines for cheating!

Fine participants who are caught cheating such as using mobile phones or sneaking a peak at another team's answers. This is a great way to boost your fundraising total.

Raffles

Raffles are a fantastic way of raising more money. To make sure your licence or permit covers you holding a raffle, see our previous notes under 'Permits and licensing'.

Auctions

Why not hold an auction? You can ask local organisations and businesses to supply the auction prizes or maybe you have unwanted items at home.

Merchandise

Selling Help for Heroes merchandise is another great way to raise money. We offer a free Shop in a Box selection which allows you to sell Help for Heroes products on a sale or return basis. To find out more or order your Shop in a Box, call our Customer Services Team on 01725 513212. They will help determine the right-sized box for your event and arrange for it to be sent to you. All you need to do then is sell the goods and return what is left after your fundraiser.

Fun additions

For a fun addition to your quiz you could add other rounds such as drawing a famous person, a music round, creating an animal shape out of modelling balloons or a scene out of plasticine!

Gift Aid

Gift Aid is a simple way to increase the value of your donation to Help for Heroes. Quiz participants can Gift Aid their donation by completing the Gift Aid form when they make a donation. If they are a UK taxpayer, we can claim 25p from the government on every £1 donated at no extra cost. That means if you raise £10, it could be worth £12.50 to us and £100 could be worth £125!



After your event

How to pay in your money

You can pay in your money in a number of ways.

At any Lloyds bank

Our account details are:

LLOYDS BANK

Sort code **30-90-21**

Account Name **Help for Heroes**

Account No **03524452**

Note: Residents of Scotland, please use **BANK OF SCOTLAND**

By post

You can send a cheque to:

Donations
Help for Heroes
14 Parkers Close
Downton Business Centre
Salisbury
Wiltshire
SP5 3RB

Alternative options are available – please see the donation form at the end of this document for details.

Important note

However you pay in your funds, please complete and return the donation form so that we can trace your payment and ensure that we can thank you for your hard work. Please attach copies of any paying in slips which will help us to trace your donation. Don't forget to include your Gift Aid forms!



Donation form

Big Hero Quiz Registration Number: _____

Your Details

Title _____ First Name _____ Surname _____

Home Address _____

Postcode _____ Telephone _____ Email _____

Cheque
I enclose a cheque made payable to 'Help for Heroes' for £ _____

Card Donations
Please call the donations team on **01725 514130** with your card details and remember to quote your Big Hero Quiz Registration Number.

Bank/Payzone/Other Methods
I have made a donation to Help for Heroes by another method (please provide details below if appropriate, so that we can correctly process your donation and send you a thank you).

Donation Method _____ Amount £ _____ Date _____

Bank or Payzone location _____

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Don't forget to enclose the **Gift Aid** form and attach your paying in receipt to this form.

Please return to:

Donations
Help for Heroes
14 Parkers Close
Downton Business Centre
Salisbury
Wiltshire
SP5 3RB

Payable to:
LLOYDS BANK
Sort code **30-90-21**
Account Name **Help for Heroes**
Account No **03524452**

Note: Residents of Scotland, please use **BANK OF SCOTLAND**

HELP for HEROES and YOUR DATA. Help for Heroes will not pass your details to other organisations but does hold and use any data you have supplied for use within the Help for Heroes group of companies.

If you would like to hear from the Help for Heroes group please select your option: by email by post

You can unsubscribe at any time.