The Education Support Big Staffroom Quiz organiser instructions

Thank you joining the Education Support Big Staffroom Quiz 2025!

The Quiz is a great opportunity to relax with colleagues and raise some much-needed funds for our charity. We’ll provide everything you need for the evening – you’ll just need to plan and print!

**Full quiz pack available at**: [educationsupport.org.uk/get-involved/staffroom-quiz/](https://www.educationsupport.org.uk/get-involved/staffroom-quiz/)

**Donation link:** [bit.ly/staffroomquiz](https://bit.ly/staffroomquiz)

**For support, please email**: fundraising@edsupport.org.uk

## **Step 1. Plan your quiz**

**Logistics**: We recommend planning the quiz for after work or an inset/training day near the end of term and hosting in your workplace as a fun, accessible wellbeing activity but it’s completely up to you. The quiz should take 1 hour, including a break in the middle.

**Extras**: We recommend bring and share snacks and offering a prize for the winning team if your school are able to provide one.

**Entry fees**: Staff donate £4 online, quoting the name of your school, college or university in the description. We’ve created a JustGiving campaign with an honesty system to keep things as simple as possible for organisers, but feel free to set up a fundraising page for your school if you want to track donations.

Planning check list:

* Choose an organiser and a quiz master!
* Agree a date and time
* Find a location
* Decide on refreshments: bring your own, bring and share, none or provided by leadership?
* Decide if you’ll be able to offer a prize

## **Step 2. Spread the word**

You’ll find posters and pre-written all-staff emails in your quiz pack. You can:

* Print, complete and copy posters
* Send all staff invitation email ASAP
* Send all staff follow up email a week later

## **Step 3. Get ready for the day!**

You’ll find the quiz itself, flyers and pre-written all-staff emails in your quiz pack. You can:

* Send all staff reminder email.
* Add optional extra quiz rounds to the quiz if you want to localise or personalise it
* Print the ‘Quiz Master sheet’ for the Quiz Master: this has an introduction, explainers, the questions and the answers on it.
* Print a ‘Quiz teams sheet’ for each team you expect to attend, plus some spares. We recommend 2 – 6 people per team.
* Print ‘Education Support flyers’ for the tables: this shares details of our free support services for staff
* Set up your room with space for the Quiz Master, tables for each team and a refreshments area if you need it. Don’t forget pens!
* If you share pictures, please tag us on social media!

## **Step 4. Follow up!**

* Send the staff thank you email
* Please get in touch at fundraising@edsupport.org.uk if you’d like to share any feedback to help us improve the quiz for next year!

Thank you again and we hope you and your colleague have a great time!