Communications for your colleagues

Thank you for joining the Big Staffroom Quiz 2025!

To make organising as easy as possible, here are some message drafts that you can adapt to share with colleagues as emails or announcements.

## All staff invitation email

When: ASAP

To: All staff

Subject: Join the Big Staffroom Quiz

### Email:

Ready to see which teams are the brainiest? Which department has the knowledge? And how many eye-rolling quiz names we can create?!

Join the Big Staffroom Quiz - a feel-good fundraising event to celebrate the end of term!

The quiz is packed with fun questions, good vibes and a big purpose: supporting the mental health and wellbeing of those working in schools.

**Why take part?**

* Feel-good fun: let's come together to have some fun and take a breather
* Easy to get involved: No costumes. No pressure. No late night.
* Support your peers: all proceeds go to Education Support, the UK charity dedicated to the mental health of education staff

**Tell me more!**

* Where: <the room you’ll hold your quiz in>
* When: <time and date>
* Sign up with: <event organiser’s name and email /reply>
* Cost: the recommended minimum donation is £4 per person. Sign up individually at: <https://bit.ly/staffroomquiz>
* Plus: <include any dress codes, food sharing instructions, prizes etc.>
* Who are Education Support? You can find out more about the only charity dedicated to the mental health and wellbeing of teachers and education staff at <https://www.educationsupport.org.uk/>

Let’s come together, connect, and raise money for a cause that supports all of us.

**One quiz. One staffroom. Big impact.**

I can’t wait to see you there!

## All staff follow up email

When: A week or two before the event

To: All staff

Subject: The Big Staffroom Quiz reminder

### Email:

Just a quick reminder to sign up for the Big Staffroom Quiz if you’d like to join us! It’s a feel-good fundraising event to celebrate the end of term!

The quiz is packed with fun questions, good vibes and a big purpose: supporting the mental health and wellbeing of those working in schools.

**The details:**

* Where: <the room you’ll hold your quiz in>
* When: <time and date>
* Sign up with: <event organiser’s name and email /reply>
* Cost: the recommended minimum donation is £4 per person. Sign up individually at: <https://bit.ly/staffroomquiz>
* Plus: <include any dress codes, food sharing instructions, prizes etc.>
* Who are Education Support? You can find out more about the only charity dedicated to the mental health and wellbeing of teachers and education staff at <https://www.educationsupport.org.uk/>

I hope you can join us!

## All staff reminder email

When: The morning of the quiz

To: All staff

Subject: It’s the Big Quiz day!

### Email:

Dear all,

The Big Quiz is today!

If you are attending, take a pause in your quiz prep to make sure:

1. You have signed up with <event organiser’s name and email /reply>
2. You’ve donated your £4 entry fee at: <https://bit.ly/staffroomquiz>
3. Plus: <include any dress codes, food sharing instructions, prizes etc.>

If you aren’t attending but suddenly feel the urge to join, then it isn’t too late!

See you at <time> in <the room you’ll hold your quiz in>!

## Thank you email

When: The day after the quiz

To: Quiz attendees

Subject: Thank you for coming!

### Email:

Dear all,

Thank you so much for attending the Big Staffroom Quiz 2025!

It was wonderful to be able to share some fun times with you all and I’m grateful for your enthusiasm, quiz knowledge and company.

Best of all, we were able to raise some much-needed funds for Education Support. They’re the educator’s mental health and wellbeing charity – their services are for absolutely anybody working in education. If you do need any support or resources then please do:

* Call their free, 24/7 counselling helpline for educators on 08000 562 561
* Visit their website for resources and events at <https://www.educationsupport.org.uk/>
* Sign up to their newsletter for the latest wellbeing resources, events, news and ways to support our work delivered straight to your inbox at <https://www.educationsupport.org.uk/subscribe/>

Education Support provide emergency support to teachers and education staff while working on research and policy recommendations to fix the system to improve mental health and wellbeing for us all.

Thank you again. I can’t wait to do this again next year!