Before the Quiz

Put Pens and Round 1 Answer Sheets on Tables

Teams Arrive - Collect Team Names (and money if required)

Welcome everyone. Ask them to turn off mobile phones

Running a Quiz Night

Begin Round, start reading Questions

Round Loop

If you are sure all answer sheets are in, read through the answers from the last round but one. (so if this is the end of round 3 read the answers for round 1)

10 min Break

Novelty Question

After the Quiz

Finished Reading Round Questions. Give everyone 3 minutes to finish. Ask every team to bring their answer sheets to the scorer's table.

All Rounds Complete. Ask everyone to wait a few minutes while the final scores are calculated

Announce First Second and Third place (and maybe last place)

Thank Everyone for coming "Drive home safely"