

Quizmaster's Checklist

Your at-a-glance guide to hosting a **bigger than big** quiz for pets in need.



Make a plan

500 Questions is a lot. So have a think about how you'd like to take on the challenge.

The rounds we've created contain 10 questions each and you can put them together however you like. As a rough guide, five rounds of 10 questions, plus a bonus task, should take you around two hours. We've shown how you could run the quiz over 10 sessions later on in this guide.



Choose a date (or dates)

If you're breaking the quiz into chunks, think about hosting it on the same night each week for a while to make it part of everyone's routine.



Choose your platform

Zoom, Houseparty, Facebook Messenger and Google Meet are all free and easy to use – just go for whatever everyone's most comfortable with, and make sure everyone knows what you're using ahead of time.

Set up your JustGiving page

JustGiving is quick and easy to set up, giving your quiz mates an easy way to donate their entry money. You can even download a 500 Questions banner to personalise your page.



Once you've set up your page and chosen your entry fee (we recommend £5), share the link on social media and invite your friends to donate and take part.



We've put together 50 rounds of 10 questions, and 10 bonus tasks. You can organise your quiz however you like – and even come up with your own 500 questions if you prefer! We've included an example quiz structure later in this guide.



To do a picture round, go online to collect the pictures and photos suggested, then send them to participants at the start of the quiz (you can do this by WhatsApp, Facebook, Messenger, or even email). Participants may like to work on the picture round throughout the quiz or they can complete it at the same time, just like other rounds.



Before you start, make sure everyone's ready with a pen and paper and whatever props they need for your bonus tasks. You can download **scoring paddles** for the bonus tasks if you'd like to. We've also created some special **Quizmaster's accessories** just for you, along with a **Quizmaster's scoresheet** so you can keep track of everyone's scores (and their witty team names too!).



We'd love to see pictures from your 500 Questions quiz - you can send them to **fundraising@woodgreen.org.uk**

500 Questions



Host like a pro!

Looking the part

We've created some **fun downloadable accessories** to help you feel like the star quiz host you are. Sharing hosting responsibilities with your friends? Then make sure they know they can download them too!

Setting it up

Feel free to use this wording to kick off your big night, or use it as part of your introduction on your JustGiving page.

"Thank you so much for taking part in Woodgreen's 500 Questions. It's an honour to be your Quizmaster and I know we're going to have a lot of fun together.

But most importantly, by donating to Woodgreen, The Animals Charity, we're helping to care for pets in need. Did you know that Woodgreen have more than 500 poorly, homeless or injured pets in their care at any given time? The money we raise will go towards essentials like specialist food, shelter and veterinary care for every single one of them.

It's 500 questions for 500 pets. Have you got what it takes? Let's get started and find out..."

Bonus tasks

To keep things interesting we've come up with 10 bonus tasks for you to use as part of your quiz(zes). Here's everything you need to know about these fun extra challenges.

- Each one involves everyday household items, so everyone should have what they need to hand.
- To run your bonus round, first make sure everyone has their props ready. Then give them a set time in which to complete their task before showing you the result.
- Each challenge is marked out of five, and the Quizmaster's decision is final we've included scoring paddles for this section to help you share your score.
- Bonus tasks are optional so if you don't fancy them, you'll still have 500 questions to choose from.
- If you do use the bonus tasks, then the total possible score for the entire quiz will be 550 points.

Breaking it down

Here's how you could run **500 Questions as 10 smaller quizzes,** containing 50 questions each.

Quiz	Quiz 2	Quiz 3	Quiz 4	Quiz 5	Quiz	Quiz 7	Quiz 8	Quiz 9	Quiz 10
Max score: 55									
Animals									
Geography	Science	Music	TV	Cars	Art & Artists	Human Body	Books	British History	Food & Drink
Just for Kids									
BONUS TASK									
Picture Round									
What comes next?	World's Largest	Space	Nature	World History	Pop Music	Film	Celebrities	Guess the age	World Records





Quizmaster's score sheet

TEAM NAME	Round	Round	Round	Round	Round	Bonus Task	TOTAL



Who'll be top dog?





Host like a pro with your very own bow tie, microphone and scoring paddles. Print them off and cut them out carefully along the dotted lines.







