

Trivia fundraiser volunteer brief

Complete together before doors open. Give each volunteer the same final copy.

EVENT / BENEFICIARY

DATE

VENUE / ROOM

EVENT COORDINATOR

01 Name a lead and a backup

JOB	LEAD	BACKUP
Registration / booking issues		
Host / quiz materials		
Answer-sheet collection		
Marking / score entry		
Final score check / prizes		
Event money record		

A volunteer may cover two jobs only if the timing allows. Brief the backup too.

02 Agree the four timing cues

DOORS OPEN

FIRST QUESTION

PLANNED BREAK

FINISH / PRIZES

Set these after rehearsing the pack; include marking, breaks and fundraising moments.

03 Make the handoffs explicit

COLLECTED SHEETS GO TO (PERSON + PLACE)

SCORE QUERIES / CORRECTIONS GO TO

ANSWER KEY HELD BY / KEPT AT

Keep answers private until their reveal. Confirm final scores before handing over prizes.

04 Agree the close and follow-up

MONEY RECORD: WHO RECONCILES + WHEN

FINAL RESULT: WHO CHECKS / SHARES + WHEN

Keep guest payment details and quiz answers off this shared sheet. Save a local copy or print.