Table Quiz Preparation Checklist



Task	Status / Notes
Establish goals and potential audience	
Team members:	
 Question preparation 	
Quizmaster / MC	
 on-the-day helpers 	
Book a location / venue	
Budget	
Publicity / promotions	
Detailed event plan for the day / night	
Prepare questions	
Prepare answer sheets and table numbers	
Agree sponsorship	
Get prizes	
Ticket Sales	
Equipment	
(PA system, laptop, data-projector,	
pens/pencils, chalk / whiteboard markers,	
whatever else)	
Catering	
Set up the location	
Registrations	
Clean-up	
Banking / playing bills	
Thank-yous and followup	