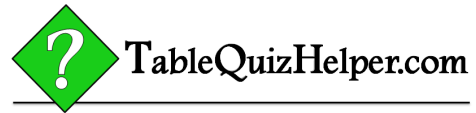


# Table Quiz Preparation Checklist



Task	Status / Notes
Establish goals and potential audience	
<b>Team members:</b> <ul style="list-style-type: none"> <li>● Question preparation</li> <li>● Quizmaster / MC</li> <li>● on-the-day helpers</li> </ul>	
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	
<b>Equipment</b> (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	

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