



Congratulations on choosing a Believe It Or Not One Hour Quickie multimedia quiz! To prepare you for the quiz, follow these instructions, and consider the tips and practical advice. **Best of luck!**

Each quiz pack contains:

1 x quiz digital download, 10 x A4 answer sheets (double sided), 1 x Question and Answer booklet.

- Prior to your quiz a quiz package will arrive by post or courier, and a digital download link emailed to you to download your quiz file via a programme called Accellion. When you receive the emailed link, click on it, and it will first ask you to verify your email (we will use the email that you have corresponded with us unless otherwise requested). You will then have to create a password (which needs to be at least six characters long and must include a number and capital letter – perhaps Quiz01 will do the trick nicely?). Once you've made the password, you can then download the quiz (which is in PowerPoint show format) to the laptop you are using. You will only have to do this once, any future downloads will be only a click away! Please test it immediately to ensure that you can receive audio, visual and video clips OK across your entertainment system. This should easily run on any laptop as old as Windows XP to as new as Windows 10 so long as it has PowerPoint 2010 version onwards, or alternatively if you don't have PowerPoint, download a free PowerPoint Viewer program from the internet.
- Welcome everybody to the quiz night. Make a point of emphasising that it is a general knowledge quiz, suitable for everyone. Point out the prizes to be won.
- It's probably not necessary to explain how the quiz works as it's fairly self-explanatory as you go!
- **OPTIONAL:** As an ice-breaker we recommend 'Last Man Standing', instructions for which are found as the first page in your question and answer booklet. It's a great way to start the night!
- Start by handing each team their answer sheet. Ask them to write down their team name. All of the questions will appear on the screen, and will also be read out by the quizmaster. Once the entire quiz is finished, the answers will be on the screen. Remind everyone that the answers are written, so don't call any answers out please. Remind teams that they should write the question down in the margin if they do not know the answer immediately. It can get pretty annoying and hold the night up if they keep calling out "What was question 2 again?"!
- **The List** takes place immediately after round 2. Instructions are found on the relevant page in your question and answer booklet. Make sure teams know to write down their "dead certs" first, and their punts last!
- At the very end there is a tie-break question - only required if there is a dead heat.
- The final quiz feature is the **Ponderous Puzzle**. Teams are awarded bonus points depending on how quickly they solve it. The answer is found at the top of the last page of your question/answer booklet, along with the relevant clues and points for each round. The key to this, is to circulate amongst the teams as you give each clue, and collect their answer sheet when you see that they have written down the correct answer. To avoid cheating, or changing an answer after you've checked it – we suggest not allowing "cross-outs" in this round – i.e. the answer they first write down is the only one you will accept for that guess.
- After collecting in every team's answer sheet, you have two choices. 1) Have someone mark every answer sheet whilst the quiz host reads out the answers, followed by prize-giving. Or 2) Mark every answer sheet whilst teams have a break, then announce answers, followed by prize-giving. A third option is to get teams to mark each other's whilst you read out the answers, but this can lead to arguments – be aware!
- Scoring: there is no score sheet required for this quiz. Instead, when marking, add up scores for each round and put a number in a circle at the bottom of each round. Once complete, add the six scores together and write that combined score in the "Team Name" box. Sort each answer sheet in order from highest score to lowest score and announce winners from last – first.
- NB: There are lots of suggestions for extra games / ideas on our website under the "Shenanigans" tab.

IN GENERAL

A silly answer **MUST** be pointed out to the crowd. Remember, a team won't write it unless they want this to happen, and this helps create atmosphere. Learn which teams like the attention and which ones don't. Watch for cellphone abuse – often it's someone calling their spouse to tell them they'll be late home but you never know. Above all the answer in your book is final as far as the quiz punters are concerned. We have our quiz questions verified, to avoid inaccuracy or ambiguity, but we're only human and sometimes things do slip through. Last resorts my mobile is always on. And once you've run one you've run a hundred.

We hope you have as much fun running our quiz as we do making it!

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