

# How to Host a Quiz Meet

1. Facility – appoint a Facility Coordinator
  - a. Find/rent Facility
    1. Some facilities need to be booked several months in advance
    2. Check out kitchen for serving and preparing food
    3. Some churches don't allow homemade food
    4. Some also require servers to have taken a Food Safety course
    5. Some churches have a small kitchen, not fit for serving large numbers of people.
    6. At some facilities you will also need to rent the sound board, tables chairs etc.
  - b. Rooms Needed
    - a. Rooms need to be at least 16' wide for bench set. Length can vary, but a minimum of 10' is needed for table and equipment.
    - b. Ask the District Coordinator, or tournament planner, how many rooms are required for your tournament
    - c. Label rooms with numbers 1-8 (or however many are needed)
    - d. A map to put in the registration envelope is a nice touch
    - e. Print signs to remind people to be quiet
2. Billets – Appoint someone in your group to be in charge of organizing billets
  - a. Make billet info cards/Host Home Information
    - i. Helps hosts know what to expect
  - b. Make billet sign-up sheets
    - i. Online – use Google Forms and email link to quizzing families and groups
    - ii. Bulletin Insert
    - iii. Sign-up Sheet in Foyer after church service
    - iv. Email to Quizzing families or to your church email list
    - v. Find homes – keep a master list of all possible homes
  - c. Wait for information on billeting from District Planning Committee – you will receive it approximately 1 week in advance of the meet
  - d. Match hosts and billets, be mindful of:
    - i. Pet allergies
    - ii. Dietary allergies (some hosts either don't know how, or won't prepare food with allergies in mind. E.G. lactose, gluten, peanut etc.)
    - iii. Some hosts can drive, some can't; some quizzing groups can drive, some can't: make sure to pair hosts that can drive with quizzing groups who can't and vice versa.
    - iv. Any other special concerns
  - e. Make billet signs for meeting area, include:
    - i. Name of host
    - ii. Name of billets and group
    - iii. Address or map of host home is also helpful
3. Food – look for a Food Coordinator
  - a. Lunch
    - i. Plan meal

- ii. Consider how you will handle special dietary needs. Try to design a menu that allows for easy substitutions.
    - iii. Estimate number and size of servings
    - iv. Price-check cost of food
    - v. Figure out cost to charge
    - vi. Cost is: price of groceries + cost of facility / number of servings. (try to keep cost under \$8 per serving)
    - vii. Email District Coordinator with meal options and cost.
    - viii. Find volunteers to serve/prepare food
    - ix. Make meal tickets
    - x. Buy food & prepare meal. Don't forget to have volunteers for set-up and clean-up
  - b. Snack
    - i. Find donors for fruit, veggies and baking
    - ii. Sign-up sheet for donations
    - iii. Provide coffee and jugs of water throughout the day
    - iv. Morning – be sure table staff have water bottles and snack taken to each room
    - v. Afternoon - be sure table staff have water bottles and snack taken to each room
  - c. Concession
    - i. Some churches have a concession in the afternoon to raise money for their group. You can offer candy for sale to the quizzers if this is something you are interested in doing
- 4. Service
  - a. Opening address
  - b. Worship Team
  - c. Speaker
  - d. Optional – door prizes
- 5. Print Spectator's Guide
- 6. Set-up and Clean-up – put a crew together to do both. Plan to have your facility set-up at least 1 hour before the registration table opens – there are always things that take longer to do
  - a. Have your quizzers available to help direct traffic as the other churches arrive
  - b. Tear down rooms and get them cleaned and set up as soon as a room is finished with.
  - c. If there is a complicated set-up in the room, take a picture on your phone before you set up so it's easy to put it all back at the end
  - d. Have your church quizzers do a garbage round at the end of the meet to make sure it's all picked up