

# Hello...

## How do I organise a virtual quiz?

- 1 Decide when you will hold your virtual quiz**

Purple day on 26 March falls on a Friday this year – the perfect night for a quiz in our eyes, but you can choose any date that works for you and your quizzier.
- 2 Set up your event on a 'Zoom' or other online conferencing platform**

If you had a 'Zoom' account, login and schedule a meeting. Remember if you have a free account you'll only have 40 mins per meeting – so you may have to schedule 2 or 3 meetings back to back. Once your meetings(s) are scheduled head to copy the invitation to get all the details you need to share with your guests. If you don't have a zoom account here's a simple [step by step guide](#) to creating an account.
- 3 Set up your fundraising page**

This year we've created a Purple day event on JustGiving – if you set up a fundraising page this way, all the funds you raise will appear in our overall event totaliser! Head [here](#) and click Start fundraising to set up your page. You'll use this page to collect donations and fundraise during your event. You could charge £10 per team or ask people to donate what they would like to take part.
- 4 Send out your invites!**

This might be as simple as posting in your whatsapp groups – but make sure to include when the quiz is happening, why you're holding the quiz, the 'Zoom' details everyone needs to access the quiz and how you'll be fundraising – is it an entry fee per team? Or are you asking for donations?
- 5 Download the quiz questions**

To make it as easy as possible for you, we have a ready made quiz as part of this year's fundraising kit. Feel free to make your own, add your own rounds, but make sure the quiz master is familiar with the questions (and answers!) before the day itself.
- 6 Make sure you give yourself the time to 'be the conversation starter'**

It's so important to us (and we know all of you) that Purple day events raise funds and awareness of epilepsy. Make sure you leave time to share your personal reasons for fundraising for Purple day, or some key facts people might not know about epilepsy during your quiz. This could be in your thank you or with our epilepsy question round!
- 7 Give your Purple day event the wow factor!**

We have lots of downloadables for you and your guests to use at their events. This includes bunting, selfie props and also a list of 'quiz rules' where you can fine guests if they do things such as not taking themselves off mute!
- 8 Share your photos and success stories on social media**

We'd love to see how you get on, remember to tag us @epilepsysociety!

