



QUIZ!



GUIDANCE NOTES FOR FEDERATION QUIZ

Introduction

These notes are intended to assist a WI who has kindly agreed to provide refreshments at the annual Federation Quiz.

The venue should ideally accommodate approximately 85 seated (to include up to 20 teams of 4 and helpers.)

Refreshments

- Tea and Coffee
- Biscuits
- WIs are encouraged to bring their own snacks and drinks!

We have a list of catering items which can be borrowed e.g serving platters, teapots, milk jugs, napkins and cutlery. These, if needed, can be pre-booked and collected before the event.

Other items

As you will be serving drinks in a venue that you don't usually use, we suggest you bring additional items such as:-

Tea towels Dish cloths Washing up liquid Rubbish sacks milk and sugar

If you would like to visit the venue before the Quiz, this can be arranged through the Caretaker and Activities and Social Team.

We suggest a budget of £40 to cover tea/coffee/milk/biscuits and juice.

Reclaiming Expenses

One member of the WI should collate all receipts for catering and send them to the Federation Office.

- The Finance Secretary will arrange for the money to be reimbursed to the host WI account.
- The Federation also pays for the hire of the venue.

Activities and Social Team

Will provide and run the raffle and bring a token prize, such as a tin of biscuits for the winner on the evening.

- The winning WI will be presented with a Certificate at the next Federation Annual Meeting.
- The Team will liaise with the host WI on all aspects and be available to assist in the run up to the event and provide support on the evening.
- Final numbers should be available 3-4 weeks in advance of the event.
- Activities and Social Team will bring everything needed to run the Quiz.

Any questions can be forwarded to the Team via Kirsty at the Federation Office either by email or telephone.

Email: southyorksfed@gmail.com

Tel: 01302 482388