



QUIZ!



GUIDANCE NOTES FOR FEDERATION QUIZ

Introduction

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

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

Supper

a suggested supper per person:-

2-3 sandwiches

A handful of crisps

Salad garnish

A piece of quiche, pork pie or other savoury item

A piece of cake, tray bake, bun and/or half a scone with butter and jam

- Supper can be served on a platter per team or individually plated.
- Hall Cross Cottage 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 either collected before the event or brought to the venue on the evening by a member of the Activities and Social Team.
- There is no 'per person' budget for catering (please try to keep catering costs to below £150), common sense should apply and **where possible catering should be mainly 'home prepared' in keeping with WI tradition.**

Other items

as you will be serving supper 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

Cling film

Tea, coffee, 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.

Reclaiming Expenses

one member of the WI should collate all receipts for catering and send them to Hall Cross Cottage.

- 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.

Further Information

Any questions can be forwarded to the Team via Kirsty at Hall Cross Cottage either by email or telephone.

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