

QUIZ!

GUIDANCE NOTES FOR FEDERATION QUIZ

INTRODUCTION

These notes are intended to assist a WI who has kindly agreed to provide tea/coffee/biscuits at the annual Federation Quiz.

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

REFRESHMENTS – TO BE SERVED AT THE INTERVAL

- Tea/Coffee & Biscuits – these will be provided by the Activities & Social Team and brought to the venue.
- WI teams are encouraged to bring any other snacks and drinks they wish.

We have a list of catering items which can be borrowed e.g. teapots, milk jugs 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 Dishcloths Washing up liquid Rubbish sacks

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

EXPENSES

The Federation will reimburse the host WI for the hire of the venue.

ACTIVITIES & SOCIAL TEAM

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

- The overall 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 & Social Team will bring everything needed to run the Quiz.

Any questions can be forwarded to the Team via Kirsty at The WI Hub either by email or telephone.

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