First Charity Quiz Night Kit

Plan the room, run fair scoring, and account for the money raised.



For a volunteer organising a first small fundraising quiz. Work through the venue, helpers, bookings, budget, scoring and closeout with one fictional example and six reusable worksheets. Use alongside the included original quiz and event tools.

GUIDE AND PRINTABLE WORKSHEETS

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Set a Booking Decision You Can Explain

Break-even answers a narrow question: how many paid teams cover the costs included in your model? It does not prove that demand exists, that the room is suitable, or that the amount raised is worth the volunteer effort. Use it with your capacity and commitment deadlines, not as a promise to the beneficiary.

The U.S. Small Business Administration presents the standard unit formula: fixed costs divided by (price less variable cost per unit). Its calculator is designed for businesses. Here we apply only that arithmetic to one event, with a paid team as the unit; we do not import its monthly budgeting assumptions. [4]

For River Hall, each $24 team entry leaves $21 after its $3 variable cost. Divide $150 fixed costs by $21: about 7.14 teams. Because you cannot sell 0.14 of a team entry, round upward to eight whole paid teams. At seven teams, receipts of $168 minus $150 fixed and $21 variable costs leave a $3 shortfall.

At eight teams the modeled result is $192 - $150 - $24 = $18. At ten it is $60. At the provisional twelve-team ceiling it is $288 - $150 - $36 = $102. These are conditional results with all stated entries paid and no additional costs, not guaranteed donations or a recommended price.

If the entry price is no greater than the variable cost per team, extra teams do not cover a positive fixed cost through this model. If break-even exceeds your confirmed team capacity, a full room still cannot cover the modeled costs. Change the price or cost plan with proper approval, find confirmed support, or choose a different event.

Set a decision date before avoidable costs become irreversible. Record paid bookings separately from expressions of interest, and decide what evidence is needed to proceed. If the threshold is not reached, apply the agreed cancellation or revised-event process. Do not press ahead because volunteers feel embarrassed, or count hoped-for donations as money already secured.

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Worksheet 3: Budget and Booking Threshold

Use one currency and one event period. Replace the fictional example with confirmed costs. Keep unknowns visible and include applicable fees, taxes and additional costs before relying on the result.

Input / result	Example USD	Your event
Entry per team / variable cost per team	24 / 3	
Venue / printing and materials / prizes	84 / 36 / 30	
Fixed total / paid teams	150 / 10	
Gross receipts / variable total	240 / 30	
Net before other applicable costs	60	
Break-even whole paid teams	8	
Confirmed team capacity	Verify locally	

Unknown costs, deposits, payment timing and evidence

Decision date, minimum paid bookings and approved action

Net = team receipts minus fixed and variable costs. Break-even teams = fixed costs divided by (entry less variable cost per team), rounded up. The denominator must be positive. Seven example teams lose $3; eight leave $18; twelve leave $102 before other applicable costs.

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