



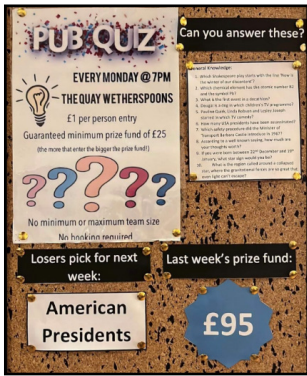

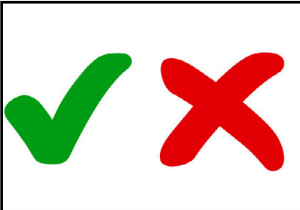




<b>Reference</b>	<ul style="list-style-type: none"> <li>• SOP OF0011 - Pub security</li> <li>• SOP OF0055 - Dealing with petty cash expenditure</li> <li>• SOP OF0070 - Charity incomes</li> </ul>
<b>Equipment</b>	<ul style="list-style-type: none"> <li>• Microphone / speakers (where applicable)</li> <li>• Quiz flyers / posters</li> </ul>
<b>Step 1</b>	 <p><b>Prior to operating a quiz</b>, the following must be agreed with the pub's area manager:</p> <ul style="list-style-type: none"> <li>• Day, time and frequency for the quiz.</li> <li>• Location within the pub to hold the quiz.</li> <li>• The quiz prize money. Consider what entry fee is correct, and what percentage will be paid to the winner (and 2nd/3rd place if applicable). Ensure that the prize money does not exceed total value of the entry fees.</li> <li>• What percentage, if any, of the quiz money will be kept for charity money.</li> <li>• What, if any, incentives will be permitted, eg gift card, bottle of wine, discounted food, etc.</li> </ul> <p>• The quiz must be implemented with a view to improving sales or charity income for the appropriate session of the week.</p>
<b>Step 2</b>	 <ul style="list-style-type: none"> <li>• Agree any associated costs with the area manager, for example speaker/ microphone, quiz book, flyers or posters to advertise the quiz.</li> </ul>
<b>Step 3</b>	 <ul style="list-style-type: none"> <li>• Find and agree a suitable host to deliver the quiz.</li> <li>• Agree any costs with the area manager, ie paying an employee to host the quiz or paying an external host.</li> </ul>
<b>Step 4</b>	 <ul style="list-style-type: none"> <li>• Agree suitable quiz questions/themes.</li> <li>• If 'Instant Quizzes' are to be used to provide the questions, email <a href="#">marketing queries</a> to request participation.</li> <li>• Quiz questions must be stored securely to avoid any dishonesty if there is likely to be employee participation in the quiz.</li> </ul>
<b>Step 5</b>	 <ul style="list-style-type: none"> <li>• Advertise quiz details to customers through appropriate channels in the pub. This should be done at least 2 weeks prior to the quiz starting to gain customer awareness.</li> <li>• Full details of the quiz must be advertised, including the prize total and structure of where winnings will go, ie participants made aware if any of the entrance fee goes to charity.</li> </ul>

<b>Step 6</b>		<p><b>On the day of the quiz:</b></p> <ul style="list-style-type: none"><li>• The host must inform all customers that the quiz is taking place in the pub at least 30 minutes before the start time.</li><li>• If applicable, tables must be reserved in advance of the quiz commencing.</li><li>• All quiz entry fees must be collected prior to the quiz starting. Collected money must be stored securely in the safe during the quiz.</li><li>• Prize fund, prizes and charity money must be announced to participants at the start of the quiz.</li><li>• Quiz team names must be appropriate.</li></ul>
<b>Step 7</b>		<ul style="list-style-type: none"><li>• When completing the quiz, all answers must be marked fairly. Consider the host marking the answers or swapping answer sheets between teams.</li></ul>
<b>Step 8</b>		<ul style="list-style-type: none"><li>• Once prize money/prizes have been awarded to winning participants, if there is remaining money for charity or costs associated with the quiz, these must be processed correctly via Aztec immediately through income/expense lines. Refer to SOP OF0055 - Dealing with petty cash expenditure and SOP OF0070 - Charity incomes.</li></ul>
<b>Step 9</b>		<ul style="list-style-type: none"><li>• Use a spreadsheet to detail the quiz date, number of players, number of teams, charity money banked, prize money, who hosted the quiz, and name of the winning team.</li><li>• This information must be retained for audit purposes.</li></ul>