

「NATIONAL PERSONAL SAFETY DAY」

11th October 2010

SIMPLE STEPS

to Street Safety



How to organise your

SIMPLE STEPS Quiz



About SIMPLE STEPS

National Personal Safety Day is an annual event aimed at raising awareness of the simple, practical solutions that everyone can use to help avoid violence and aggression in today's society. It's about helping people live safer, more confident lives.

This year's **SIMPLE STEPS** campaign aims to promote some easy, every-day precautions people can take to help avoid becoming a victim of violence on the streets, with particular emphasis on staying safe in our own neighbourhood.

It takes three things for an aggressive or violent incident to take place – a victim, a perpetrator and an opportunity. By following the **SIMPLE STEPS** safety tips, we can reduce the opportunities and therefore the risk of becoming a victim.

About the Quiz

The quiz is designed to add a sense of fun to your National Personal Safety Day activities and help raise much needed funds for Suzy Lamplugh Trust. Your quiz will support us in helping even more people avoid violence and aggression across the UK.

The issue of street safety is obviously a serious one, and you will see that in each round of the quiz there is a letter of the word SIMPLE – to help raise awareness of each aspect!

The quiz have been very kindly designed for us by QuizQuizQuiz – www.quizquizquiz.biz – who “bring a fresh and professional approach to quiz nights and quiz services, and have fun whilst doing it.”

The following pages give you some tips on how to hold a successful quiz in aid of Suzy Lamplugh Trust...

1. The Basics

Find a time and venue

People will be quizzing for National Personal Safety Day all around the UK in the second week of October – but you can of course do it whenever it suits you!

If you're holding the quiz at your workplace, a meeting room or dining area are both ideal. Other possible venues include local pubs, community centres, schools or even your own home.

Remember to check whether you need to pay a fee to hire the venue. Often a pub or bar will let you use their function room for free....as long as you can bring plenty of people along!

Get the word out

There are many very easy things you can do to spread the word about your SIMPLE STEPS quiz, including the following:

- Send an email to all relevant staff members or potential quizzers
- Post a message on the staff intranet
- Set up a Facebook group and Tweet about the quiz to your followers
- Put up one of our posters in a communal area, such as the staff room – see in your quiz pack for one

Prizes & raising money for Suzy Lamplugh Trust

Prizes are a useful idea for getting loads of people to get involved, including a booby prize for the unlucky losers. Try asking some local businesses, your employer and if you're holding the quiz in the pub, you can ask the landlord to supply a bottle of bubbly!

We recommend that each team member pays £2 to take part – but price the quiz to suit your audience! Try and take the money at the beginning of the event – you will be busy and may forget to get it later.

2. Holding the quiz

What you'll need

Quizzes take a little bit of preparation to run smoothly. Have a look at the list below and tick them off as you go:

- Quizmaster; *they will need to have a loud and clear voice, and perhaps even a microphone depending on the venue*
- Scorer; *to mark the answers and keep scores up to date for the quizmaster*
- Camera; *take some snaps and send them to us, so we can publicise your quiz on our website and in our newsletter*
- The quiz questions; *don't forget these, whatever you do!*
- Answer sheet & pens; *Take plenty of these to make sure nobody is left without (you might want to take some blank paper – it's always useful)*

The format

The quiz we have devised consists of six rounds of questions, each on a different topic. The questions are a mix of easy, medium and difficult so there should be something for everyone!

Each round consists of ten questions, and one question in each round will refer, in some way, to the "Simple Steps" campaign that Suzy Lamplugh Trust is running for National Personal Safety Day this year.

Every team has the option of playing their SIMPLE STEPS card to double the score for a specific round. Make sure these are given in before the round they want to use it for starts, we don't want any cheating!

3. After you're all quizzed out...

Looking after the money

If you're carrying large amounts of cash, if possible leave the venue in a vehicle and not on foot – especially if the quiz is at night.

Please collect all the entrance fees and any additional donations from the quiz and send it with a donation form (in the quiz pack) to Suzy Lamplugh Trust as one payment by BACS, cheque or credit/debit card. Please don't send cash!

If you are paying by BACS or credit card, give the Fundraising department a call on 020 7091 0014.

If you are paying by cheque, make this payable to 'The Suzy Lamplugh Trust' and send to the following address:

SIMPLE STEPS QUIZ, c/o Fundraising Department, Suzy Lamplugh Trust, National Centre for Personal Safety, 218 Strand, London WC2R 1AT

Feedback and pictures

It would be great if you could send us any photos and feedback from your quiz. You can email your photos to us at fundraising@suzylamplugh.org – we will be publishing a selection of the best photos on our website so please do get snapping!

A big thank you!

Remember to thank everyone for taking part in the SIMPLE STEPS quiz and supporting Suzy Lamplugh Trust and National Personal Safety Day.

And thank *you* for downloading this pack and running a great quiz night. We really are incredibly grateful for your support in helping people in the UK lead safer, more confident lives.