

Christmas complete-kit host checklist

Run the quiz as supplied, with all ten questions in each category. Keep the original answer key, handouts and scoring instructions together. No question trimming or sheet rebuilding needed.

Pack / edition	_____
Event / date	_____
Host / scorer	_____
Planned start / breaks	_____

1. Prepare the supplied files

Read the host manual. Print the handouts and spares. Test the presentation, microphone and audio on the equipment you will use.

2. Welcome the teams

Give out materials. Explain answer submission, ordinary scoring and any special final-round rules in the kit.

3. Play every complete category

Follow the supplied order. Keep each ten-question round intact and allow discussion time.

4. Reveal and record scores

Use the matching answer key and scoring system. Apply the same rulings to every team.

5. Pause between rounds

Allow food, drinks or a comfort break. Announce a clear restart.

6. Finish and check results

Follow the final-round instructions. Check totals and use the supplied tie-breaker if needed.

7. Thank the players

Announce winners, thank helpers and record the edition used for next time.

Pacing: rehearse before advertising a finish time. Allow for discussion, answer reviews, marking and breaks. Runtime depends on your audience and pace; this checklist does not promise a fixed duration.