

Organising an International Languages Week Japanese Trivia Quiz

The students in our Year 10 Japanese class organised a trivia quiz for all students in Years 7-9. The quiz was held in the school hall during lunch break.

These are the steps we followed prior to the event:

1. Book the hall and make sure that everybody on the staff knows that you have booked it!
2. Publicity:
 - a. A poster designed by Year 10 students was printed and displayed in every Year 7-9 classroom, as well as school noticeboards.
 - b. A notice was placed in the daily notices for the two weeks prior to the event.
 - c. Year 10 student leaders visited all Year 7-9 classes two days prior to the event to talk up the quiz. Potential contestants were enticed with the promise of snacks and goodies on each table for all contestants. The prizes were also displayed.
3. Registration:
 - a. A Google Form was emailed to all Y 7-9 students explaining the format (briefly), and inviting students to form teams of four and register their team (one Google form submission per team).
4. Quiz prep:
 - a. Prizes were purchased from a Japanese shop (with the kind support of the Sasakawa Fellowship Fund) and bagged up.
 - b. The Powerpoint for the quiz was created - a simplified version of the NZAJLT trivia quiz - 5 rounds, 6 questions per round.
 - c. A sheet with the printed questions and responses was prepared for the markers.
 - d. Answer sheets were printed for all the teams.
 - e. A Google sheets spreadsheet was created to tally the scores.
 - f. Year 10s work out what their roles will be during the quiz (MC, reader of the questions, 'front of house', answer sheet collectors, markers, tally keepers) - will need teacher guidance.
 - g. Make sure there is a camera and photographer to capture the magic!

On the day of the event:

1. Set up:
 - a. Tables and chairs set out in groups for the teams during the period before lunch (check to see who is using the hall during that period and talk to that teacher if necessary). We took all the desks from the Japanese classroom.
 - b. A bag or bin for rubbish.
 - c. Data projector put in place and connected to the laptop that will be used to make sure it's all working.
 - d. Answer sheets, pens (we got ours from BNZ) and nibbles placed on each table. (We had Pocky and a variety of other goodies on the tables.)
 - e. Marker's table set up with Question/answer sheets and laptops (we had two people marking and one tallying scores). Make sure all laptops have plenty of charge, or can be plugged in - might need extension cords.
2. Run the quiz
3. Leave enough time for prizes and awards. We had prizes for:
 - a. 1st, 2nd and 3rd place
 - b. Team spirit

- c. Spot prizes for correct answers to specified questions
4. Tidy up and pack down (make sure the Y10 organisers have permission to be late for the class that follows lunch break.)
 - a. All contestants to put their rubbish in bins (snack wrappers etc.) and stack their own chair to be put away.
 - b. Desks taken back to the Japanese classroom.
 - c. All electronic equipment put away.

After the event:

1. Put a blurb and photos in the school newsletter.
2. Announce the winners in the school notices.
3. Give a brief report at the next staff morning briefing and thank staff who came to help.

This was our first time running a quiz event on this scale. The steps above include what we would do next time as well as what we did do. For example, we hadn't organised anyone to take photos and by the time we realised, there was no time to do anything about it as we were all busy and the quiz was underway.

Time was very tight, with the need to do everything during the lunch break, so we needed to make sure that all students involved in organising knew what their roles were, and what the process would be.

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