

## **Quiz Co-Ordinator**

### **Main Purpose of the Role**

To ensure the GASC has a varied selection of venues and Quizmasters for the monthly quizzes

### **Tasks and Duties**

- Book Quiz Masters in accordance with the agreed dates from Committee Meeting
- Liaise with venue re menu choices
- Update the Event/Quiz form of Quizmasters
- Update Booking Form with Menu Choices
- Ensure prizes for the quiz are bought
- Assist the Quizmaster as necessary on the quiz night

### **Skills and Knowledge**

Good Communication skills