

Sports Day Checklist



DATE:	LOCATION:
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No	ACTIVITIES	<input checked="" type="checkbox"/>
1	Allocate roles and responsibilities	<input type="checkbox"/>
2	Send out parent communication	<input type="checkbox"/>
3	Prepare equipment and resources	<input type="checkbox"/>
4	Prepare staff with the format	<input type="checkbox"/>
5	Prepare the children for the competition format (groups, houses, activities etc)	<input type="checkbox"/>
6	Health, safety and risk assessment documents	<input type="checkbox"/>
7	Organise refreshment stations	<input type="checkbox"/>
8	Organise a first aid and sun safety station	<input type="checkbox"/>
9	Organise certificates and medals	<input type="checkbox"/>
10	Organise a media team to take photos and videos of the day	<input type="checkbox"/>

Notes