

## Cadette Field Day Badge

# Games Planning Checklist

### Two Weeks Before

- ☐ Start scouting locations for your field day. If you need to reserve the space, do so now.
- ☐ Begin recruiting teams, team captains, a field day first aider, and adult helpers.
- ☐ Decide how and when you'll make costumes (see step 1).
- ☐ Finalize the rules and requirements for at least two games. If you need equipment, start gathering it now. If you need to test your rules or instructions for a game you've created, do it now.\*

\*TIP: Talk through game safety with a knowledgeable adult (like a physical education teacher or coach). They might have equipment tips as well—a small budget can go far with a big imagination!

### One Week Before

- ☐ Finalize the location for your field day. Create a plan B in case of bad weather.
- ☐ Finalize teams and host your first team captain meeting.
- ☐ Finalize the rules and requirements for two more games—or more if you have additional events. Gather equipment; test game rules.

Optional: If you're going to have a opening or closing ceremonies, plan them out this week. If you'll have awards, begin making them.

### The Day Before

- ☐ Call each team captain to confirm times and finalize details.
- ☐ Check the weather. If it's looking bad, consider activating your plan B.
- ☐ Pack a first aid kit and plan for emergencies. Make sure you have water and enough cups/ bottles for everyone competing.

Optional: If you're going to serve food, shop and prepare today. Make sure any awards are finished.

### Game Day

- ☐ Transport everything you need to your field at least an hour beforehand.
- ☐ Gather everyone competing. Thank them for coming, and briefly introduce all the games (give full rules just before each game starts). Wear a whistle, and let people know that if they hear it, it's time to come back together. Ask if there are any questions.
- ☐ Make certain everyone knows where to find important things like the first aider, bathrooms, water, and sunscreen.
- ☐ Let the games begin—and have a great time!

### After the Games

- ☐ Clean up. Put all trash in proper receptacles, and take away anything you brought.
- ☐ Thank everyone who helped you make your games a success.