

# **BOOSTER SPIRIT WEAR**

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## ***THE ULTIMATE FIELD DAY EXPERIENCE TOOLKIT***

The Spring Semester has arrived, that means it's time to start planning for your school's Field Day. When executed well, Field Day can be one of the most exhilarating days of the school year for students. So, without further ado, here's a helpful guide to creating a memorable and fun experience for your entire school!

### **What's Inside:**

- Five Ways to Take Your School's Field Day to the Next Level
- Making Your Field Day A Fundraiser – Tips for Securing Sponsors!
- The Ultimate Field Day Checklist

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# 5 Ways to Take Your School's Field Day to the Next Level

## 1. Customize Your Big Day

Feature your school mascot, name, or theme of the year one last time and go out with a bang! Adopt a design for your Field Day and use that design on everything you send out—from school decorations to social media posts to promotional fliers that go home, etc. Whatever the use, this design will become the focal point of a very special day.

## 2. Highlight Each Grade

Give each grade a different color of t-shirt so they can each be highlighted! (Bonus: this also makes it easier for your teachers to keep a special eye on their students). Challenge each grade or class to design their own flag for an "Opening Ceremonies" activity to kick off the day. It will be a colorful way to feature each grade with extra time in the spotlight. Don't forget your camera, because this is a huge photo opportunity for parents and social media posts too.

## 3. Consider Adding New, Unique Field Day Games

We all love the tried and true games that have been Field Day staples for years. But why not consider adding a few new ones to the mix? Here are a few ideas:

- **Sponge Race:** Form students into lines. Place a bucket full of water on one end and an empty bucket on the other. Students use sponges to move the water in between. First team to fill their bucket wins!
- **Fox Tails:** Organize two teams in a defined space (can be circle or square). Everyone has a "fox tail" hanging on the back of them (can be rags, strips of cloth, socks, etc. that are tucked into the back of their pants/shorts). The goal is to pull the tail off of everyone on the opposing team. When you lose you go to the outside of the square/circle and you can pull tails off of opposing team (but must stay out of the square/circle).

- **Eco-Relay:** A great way to teach appreciation of the environment during Field Day. Each team has a bucket filled with many of the following: plastic water bottles, newspaper, single-use drink containers, milk jugs, juice boxes, as well as fake/toy food items like fruit, vegetables and meats. One team member at a time selects an item and has to place it in the proper bucket at the end of the field: Compost, Recycle, or Garbage. The first team to correctly sort their "garbage" is the winning team.
- **The Frog & The Pad:** Use upside down frisbees, paper plates or something else that resembles a lily pad. Each player is given 4-5 beanbags ("the frogs"). Players toss their frogs onto the lily pads. You can decide how to judge – full points if frog is fully on the pad and partial if it's partially off and even more points for those who land on the really far away lily pads.
- **Watermelon Roll:** See who can roll a watermelon through an obstacle course the fastest!

## 4. Gain Support from Local Sponsors

Many local businesses are looking for ways to promote their products and services. With sponsorship, everyone wins. Businesses get exposure, and you get to underwrite the cost of your Field Day. Plus, if you plan to have Field Day t-shirts, having sponsors can cover the cost of the shirts which ensures that every student can be included with a shirt that shows they're part of the team.

### **5. Celebrate with Teachers, Staff and Families!**

Get teachers, staff and families involved early builds anticipation. Send a Save the Date communication to everyone to make sure it's on the calendar for everyone, especially those parents who need to take time off to attend. Utilize your school communication channels, printed flyers home, email, morning announcements, websites, and social media.

Consider hosting portions of the event via Facebook Live on your school page for those parents that are unable to attend. This will allow them to virtually take part.

Leverage this event as a day to celebrate the involvement and success of each and every child in your school. Finally, make an intentional effort to be present in each moment so you can enjoy!

# The Ultimate Field Day Checklist

## THE COMMITTEE

ROLE	WHO	PHONE	EMAIL
Chairperson			
Day of Games Chair			
Teacher Communications			
Sponsorship Chair			
Marketing			

## 1. THE BUDGET

ITEMS	COST PER (QTY)	TOTAL	WHO OBTAINING
Game Supplies			
Game Supplies			
Game Supplies			
Game Supplies			
Game Supplies			
Game Supplies			
Ribbons			
Food & Drinks			
T-shirts (Students, Teachers and Staff and Sponsors)			
Other Promotional Items (Sunglasses, water bottles, etc.)			
Framed Certificates for Sponsors			

## Things to Consider and When

This is not a complete list, but a high-level overview of tasks that need to be done and the approximate timing for each. You'll of course need to customize for your needs, but this should get you started!

WHEN	WHAT	WHO
<b>Three Months Before</b>	Confirm event details with school administration	
	Develop Your Sponsorship Levels	
	Begin Outreach to Sponsors	
<b>Two Months Before</b>	order your promotional items (i.e. T-shirts, etc.)	
	Decide on Field Day Design for your Event	
	Begin building your communication plan and promotional flyers and social media assets	
	finalize all games for the field day and secure necessary supplies & ribbons	
<b>One Month Before</b>	provide event update to school administration & Finalize Field Day Times for Grade Levels	
	Send out Save the Date & Begin promoting to families and Asking for any needed Volunteers	
	Host a Teacher Meeting to provide Field Day Details to them (i.e. class flags, games to be played, T-shirts, etc.)	
	Ensure sponsors benefits are being met and check-in with those that have signage or table materials at the event	
	Have classes decorate their doors to promote the upcoming big day – consider a contest to generate excitement!	
	provide event update to school administration	
<b>Two Weeks Before</b>	Heavy promoting of field day among school community	
	provide event update to school administration	
<b>One Week Before</b>	Heavy promoting of field day among school community – encourage parent involvement	
	Ensure all equipment for event is on campus and ribbons have arrived.	
	provide event update to school administration & Teachers	
<b>Day Before</b>	Heavy promoting of field day among school community – encourage parent involvement & remind students what they'll wear for Field Day	
	Deliver T-shirts and any other Promotional Items for Students to Teachers for Distribution	
<b>Day of Event</b>	If texting is available to families, ask school administration if they'll send a fun text reminding parents of the big day and remind students to come dressed for the event	
	Arrive Early for set-up & Ensure you have people to help with clean-up	
<b>Day After the Event</b>	Thank you email to the Teachers and Staff for their help	
	Email thank you to sponsors with a few photos of the event	
<b>Week After</b>	Send a survey to Teachers and Parents asking for their feedback – save responses for the following year's planning team	
	Hand deliver sponsors a thank you letter with certificate and shirt	