

ACTIVITY SHEET 1.1 - OUR EVENT PLAN

When devising an event plan the teacher and students should decide on the following:

QUESTION	OPTIONS
<p>1. Which year level class will we invite to be part of our event?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Prep or Kindergarten <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4
<p>2. Where will the event be held?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> In the school hall or gym <input type="checkbox"/> On the school playing field <input type="checkbox"/> On a local playing field away from the school premises <input type="checkbox"/> Other
<p>3. What rules will we have to make this playing space safe?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> No tackling <input type="checkbox"/> No heading the ball <input type="checkbox"/> No walls around the perimeter of the playing area <input type="checkbox"/> Check the space for any unsafe objects before games <input type="checkbox"/> No sharp objects on the playing space
<p>4. Who else will we invite to the event? Invite them using the letter or email templates provided (Templates to promote your event) with this unit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Junior students from our school and (or) primary students in the local area <input type="checkbox"/> Parents <input type="checkbox"/> Other teachers <input type="checkbox"/> Footballers or coaches from local clubs <input type="checkbox"/> VIP guests – mayor, community leaders, etc <input type="checkbox"/> Guest speaker(s) - elite footballers from the community <input type="checkbox"/> Sponsors <input type="checkbox"/> Local and mainstream media <input type="checkbox"/> Local playgroup <input type="checkbox"/> Other
<p>5. What costs, if any, do we need to budget for? (optional)</p>	<p>Students are encouraged to scope out costs if any. The following are possible costs:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Equipment <input type="checkbox"/> Catering <input type="checkbox"/> Uniforms <input type="checkbox"/> Giveaways <input type="checkbox"/> Transport (for visiting school children) <input type="checkbox"/> Printing costs at school <input type="checkbox"/> Other

<p>6. How will we raise money to meet costs (if any)?</p> <p>Use the letter or email templates provided (Templates to promote your event) with this unit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> School lunchtime fund raising activities, for example, penalty shootout competition, dribbling competition and (or) football colours day <input type="checkbox"/> Community donations <input type="checkbox"/> Sponsorship <input type="checkbox"/> Sale of donated or personal equipment or services <input type="checkbox"/> Other
<p>7. What are our (student, teacher and parent) roles on the day?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Football coaches <input type="checkbox"/> Referees <input type="checkbox"/> Officials <input type="checkbox"/> Media crew <input type="checkbox"/> Food stall coordinators (optional) <input type="checkbox"/> Other - specific to type of event
<p>8. Should we run a food stall on tournament day?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Yes <input type="checkbox"/> No <p>If 'yes' ensure that food allergy information and anaphylaxis procedures are communicated to teachers, parents and students as per school policy.</p>
<p>9. If 'yes' how will we provide food?</p> <p>Invite them by using the letter or email templates provided (Templates to promote your event) with this unit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Ask parents to prepare some dishes <input type="checkbox"/> Ask local restaurants to provide food (paid for or donated) <input type="checkbox"/> Students prepare some dishes <input type="checkbox"/> Ask parents at the school to prepare some traditional dishes and talk about their origins on tournament day <input type="checkbox"/> Other
<p>10. Who should we promote the event to?</p> <p>Use the letter or email templates provided (Templates to promote your event) with this unit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Parents <input type="checkbox"/> Other teachers <input type="checkbox"/> VIP guests – mayor, community leaders, etc <input type="checkbox"/> Local and mainstream media <input type="checkbox"/> Whole school, for example, video promotion from each team, assembly parade of teams and (or) assign each team to a junior class <input type="checkbox"/> Other
<p>11. What equipment do we need?</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Footballs <input type="checkbox"/> Goals and wickets <input type="checkbox"/> Whistles <input type="checkbox"/> Scorecards <input type="checkbox"/> Playing bibs <input type="checkbox"/> Boundaries <input type="checkbox"/> Other
<p>12. What other help do we need?</p> <p>Invite them by using letter or email templates provided (Templates to promote your event) with this unit.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Coaching advice <input type="checkbox"/> Refereeing advice <input type="checkbox"/> Adult supervision on the event day <input type="checkbox"/> First Aid <input type="checkbox"/> Sponsors <input type="checkbox"/> Other