“Count Down Until Field Day”

Shady Grove Elementary School
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Field Day ”To Do” List...

September-
- Pick a date - Place the date on your School’s Calendar
- Pick a rain date
- Secure Sound System
- Reserve field
- Select Field Day Committee k,1,2,3,4,5
- Set up school-wide data base of Students

January
- Decide on Theme
- Location
- T-shirts – Parent Volunteer
- Format
- Incentives

February
- Decide on Events
- Type up Events and Event Descriptions
- Make out equipment lists
- Assign color teams
- Select music
- Type up Field Day procedures

March
- Type up Field Day Schedule
- Mark your personal calendar with the number of weeks left before field day
- Type up Teacher Rotation Schedule
- Give Teachers Field day handout
- Meet with volunteer coordinators about room parents
- Meet with volunteer room parents about the water refill station and photographer
- Draft room parent letter
- Purchase balloons

**April**

- Alert C&M about grass cutting and the date – give them a note with School, Field Day date and grass cutting date
- **Contact Rec. to cut off Sprinkler system:**
  - Vince Henderson 261-8213
- Start practicing events with the students
- Collect equipment for each station
- Get with cafeteria to plan lunches and time
- Conduct Faculty Meeting and go over Field day…
- Make Signs for Field Day Stations
- Send out Field Day MEMO from school (include Lunch form)
- Order T-shirts
- Type Up Resource Teacher Work Schedule
- Show Slide Presentation of Past Field Days to Kindergarten Classes.
- School Nurse – Field Day “First Aid” packets for teachers

**May**

**First Week of May**

- Faculty Meeting re:
- Field Day Questions/ Concerns - Distribute Teacher Packets

**FIELD DAY IN 2 weeks**

- Check on grass cutting
Schedule class to blow up balloons
Send out water balloons and instructions
Send out Invitations to VIPs
Battery check in Bull-horns
Check on Speaker System
PTA blurb about Field Day
Clean out orange water jugs
Thank You notes for Volunteers
Give “To Do List” to maintenance and custodian:
Mow grass, 4 desks for water coolers, extra trash cans for water coolers

1 week before field day:

- Distribute t-shirts
- Paint lines on fields
- Gather and organize equipment – Place equipment in containers, including map of equipment layout
- Make list for water (refills)
- AM helpers List
- PM Helpers List
- Secure hoses and hose key
- Go over Opening Ceremonies Schedule with Principal
- Opening Ceremonies Speeches

Week of Field Day:

- Count out balloons – Arrange for class to assist in blowing up balloons, 1 day before field day
- Paint Lines 1-2 days before Field Day
- Be sure everything has been checked off list up until this point.
☐ Check on Walkie Talkies

Night before Field Day:
☐ Set up gym in 9 areas of Field Day
   - include: containers, equipment list, map of events, map of equipment set-up
   - Set up water station coolers, tables, trashcans, and trash bags
     - Place bullhorns in designated areas
     - Organize “your clipboard”

Shady Grove Specifics:

☐ Arrange for hay bails (16)
  Contact: Keith Waldrop 804-883-6305 ($4 a bail)

☐ Buy water balloons (check in late March)
  (Party City 346-8600)
  Need 800 Grenade Water Balloons 23 bags = 34.50
  9” Balloons 72/bag = $3.99 need 6 bags

  (Wal-Mart)
  7” Balloons (near cards)