

CHEE Field Day Checklist and Inventory

Last updated 4/23/13

Planning Checklist:

_____ Choose date (see CHEE calendar) and reserve location 2 months in advance

Possible location: Rock Springs BC Athletic Fields, 201 Rock Springs Rd.

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_____ Setup Google calendar invite with time, date, details, and send out to members 4 weeks in advance with reminders (ask Leader Team Member: Events Coordinator to set up if needed)

_____ Contact Field Day Coordinator (Leader Team Member) and other field day volunteers to assign jobs, share ideas and info, etc.

_____ Plan 12-14 activities/stations for all ages depending on location

Possible activities:

Water Relay (buckets, water source, smaller containers to carry water)

Soccer Dribble Relay (soccer balls, small cones)

Tug of War (rope)

Sack Races (Amy Brooks)

Hula Hoop Toss (hula hoops, large cones)

Marble Grab (tub or kiddie pool, marbles)

Bean Bag Frisbee Catch (bean bags, Frisbees)

Noodle Wars (pool noodles cut in half)

Cornhole Boards (Kristi Brooks)

Spin the Bat Relay (baseball bats)

Mini-Decathlon (Gloria Little)

Inflatable (Kristi Brooks—electricity, extension cord)

*Fishing & Bubbles (small kiddie pool, bubbles, fishing poles, etc.)

*Mr. Potato Head bean bag toss (Amy Brooks)

Water Station (dispenser, cups, easy-up, table)

*indicates activities suitable
ONLY for ages 6 and under

Other activities:

___ Collect/organize necessary supplies

CHEE Athletic Inventory (big blue tub):

12 Hula Hoops	3 Soccer Balls	1 Kickball
6 Large Cones	2 Volley Balls	24+ Frisbees
12 Small Cones	12+ Bean Bags	Pool Noodles
12 Relay Batons	Several soft small balls	12+ Jump Ropes
Flag Football/Ultimate Frisbee Belts		Inflatable Kiddie Pools

Other Possible Needs:

Water hose (2)	Footballs	Ball pump
Nozzle for hose	Rope	Wagon or Cart
Popsicles	Cooler w/ ice for popsicles	Scissors
Water Dispenser	Cups	Small table for water, etc.
Easy-Up Tent/Canopy	Trash Bag(s)	Buckets (4)
Small pails or bowls for water relay		Baseball Bats
Extension cord (if electricity is needed and available)		
Sunscreen	Participant ribbons or prizes	

___ Ask members to donate items/supplies if needed

___ Make list & description of activities for group leaders

___ Make copies of release form for all if required by host organization/facility

Day of Event:

___ Arrive early to set up stations, supplies, etc.

___ Organize participants in appropriate age/grade groups and ask for 1-2 leaders for each group; give each a list & description of activities

___ Distribute popsicles and/or ribbons/prizes at end

___ Clean up host facility thoroughly and leave better than you found it

___ Turn in signed hold harmless/release forms to host organization/facility offices

☺Most of all, HAVE FUN☺