

Planning your Play Active WORLD PLAY DAY

<p>Activity List of things to talk about when planning a Play Day</p>
<p>1. Organising team: identify who will be on the organising team, who can help with other tasks?</p>
<p>2. Purpose/ Outcomes: what do you want to achieve?</p> <ul style="list-style-type: none"> • Outcomes written up what messages would you like to communicate, why are you doing this activity, how will this promote children's play?) • Target group identified: who will be invited. • How many participants should be targeted?
<p>3. Funding:</p> <ul style="list-style-type: none"> • Budget – what do you think your costs will be? • Fund raising – how will you raise funds and when? • Donations in kind – will someone donate such things as food, equipment • Can you borrow instead of needing to buy the items you need?
<p>4. Dates and timeline:</p> <ul style="list-style-type: none"> • When will the event happen? • Planning meetings – when and how often will the planning team meet? • Play leader training date – when will play leaders be trained and taught the games. • Work-party date- when equipment for the play day will be prepared and made such as posters, banners, vests, beanbags and so on.
<p>5. Venue and facilities:</p> <ul style="list-style-type: none"> • Permission to use park or other venue granted (who do you ask? Must you write a letter, visit or phone person in charge?) • Is there access to water? • Is there access to toilets and toilet paper provided? Are they clean and safe? • Do you need electricity for a sound system? • Find out about security arrangements and keys for property and facility • Any hiring costs involved?
<p>6. Programme outline:</p> <ul style="list-style-type: none"> • Decide on what kind of programme you will have and how long it will be. • Divide your programme into sections. • What ages and special needs will you cater for? • What games will you play?. • How will you end the Play Day? Identify concluding story teller, clown, puppet show, drama and arrange this.
<p>7. Play equipment:</p> <ul style="list-style-type: none"> • What equipment do you need? • What needs to be home made? By whom, how, when, what materials needed? • What equipment can be borrowed?
<p>8. Finding and organizing Play Leaders</p> <ul style="list-style-type: none"> • Identify key play leaders and leaders for different age groups and special needs. • Define the tasks the play leaders will be undertaking and write them down so that they know exactly what they must do. • Decide who will lead the Play Leaders training session. • How will Play leaders be identified at the Play Day? What must be made? Who will organize making/buying this?

<p>9. Checklist of Facilities to be organized for the day:</p> <ul style="list-style-type: none"> • Toilets – how many, how far away. Must be unlocked, clean. • Water connection. • Tables for food and cool drinks – maybe they need to be transported to the site – make arrangements in advance! • Setting up a secure equipment storage area • Decorations: banners/flags/area markers/notice board – what will be put up? • Garbage/ litter collection – purchase black bags and find rubbish containers • First Aid – equipment + someone who knows first aid. • Road Crossing – do you need someone to watch children? • Security – is anyone likely to interfere? How to ensure that this event is safe? Do police need to be informed and visiting or patrolling?
<p>10. Information and advertising</p> <ul style="list-style-type: none"> • Prepare a pamphlet or poster for participating groups • Information distribution: photocopy information and deliver it
<p>11. Food and beverages</p> <ul style="list-style-type: none"> • Will food and drinks be for sale or will donations be obtained? • Provide lots of water. Maybe a donation of juice can be secured? • Need cups, water containers (buckets + jugs) • Source something to eat: Fruit: bananas, vetkoek?
<p>12. Duty list/roster</p> <p>Monitors are needed for toilets, food, road crossing, first aid etc</p>
<p>13. Press information</p> <ul style="list-style-type: none"> • Brief explanation of idea to give to interested people. • Contact reporter who could make a story of it.
<p>14. Public relations</p> <ul style="list-style-type: none"> • Inform local community forum and ward councillor • Keep up good relations with park and recreation officials • Inform Children's clubs, FBO's, schools in the area.

Suggested Play Day Programme:

Time	Activity	Person responsible	Equipment needed
	You could have play leader training in the morning and the programme after lunch		
8-9.30	Set up:		Keys
	<ul style="list-style-type: none"> • Facility unlocked and opened up 		
	<ul style="list-style-type: none"> • Equipment placed - tables, chairs etc 		Tables, chairs
	<ul style="list-style-type: none"> ▪ Games equipment unpacked, areas marked if necessary 		
	<ul style="list-style-type: none"> ▪ Food supplies brought to venue: juice and water bottles, oranges, cutting boards, basin for oranges and knives, cups & so on ▪ Cut up oranges , mix juice/cooldrink, fill water bottles ▪ Food for sale - stall set up 		Cups, cutting board, knife, basin, wiping cloth, jugs, water bottles for cooldrink
	<ul style="list-style-type: none"> ▪ Posters up/ programme poster 		Posters, banners
	<ul style="list-style-type: none"> ▪ Toilets: open, put in toilet paper 		Toilet paper
	<ul style="list-style-type: none"> ▪ Play leader vests distributed and play leader name badges and registration form 		Name badges, registration form, pens
9.30-10.00	Registration – name badges for all participants – name very clearly written		Sticky labels Markers
9.45- 11.00	Opening games: (involving all children)		
	<ul style="list-style-type: none"> ▪ Circle games 		Balls
	<ul style="list-style-type: none"> • Rope Games 		Ropes
	<ul style="list-style-type: none"> • Bean bag games: 		Beanbags, buckets, chairs
	Pre-school activity:		
11.00-11.15	Break: juice /oranges		
11.15-12.00	Children join in a particular team game . The number of games depends on how many attend the Play Day – choose: <ul style="list-style-type: none"> ▪ Cricket ▪ Park Volleyball ▪ Bottle Hockey 		
	Or some might choose to play quiet games <ul style="list-style-type: none"> ▪ Snakes and ladders, Ludo ▪ Pictionary – group version ▪ Drafts, cards, puzzles 		
12.-12.30	Closure: <ul style="list-style-type: none"> ▪ Lycra game ▪ Rubbish collection competition ▪ Story, drama or puppets 		
12.30-1.00	Pack up:		
	<ul style="list-style-type: none"> ▪ Vests collected in 		
	<ul style="list-style-type: none"> ▪ Equipment returned 		

The information in this document has been provided by:
The Children's Rights Centre in Durban