

## Activity Organizational Checklist

This checklist is intended to assist you in the organization of your activity. As you progress towards National Gymnastics Week, be sure to check off the following steps in order to ensure that no important tasks have been forgotten.



- ❑ **FORM A NGW ORGANIZING COMMITTEE.** Start your planning well ahead of time and ensure you have the people in place to make it successful. NGW will be here sooner than you think!!!
- ❑ **GET TOGETHER TO BRAINSTORM POSSIBLE ACTIVITY IDEAS.** Solicit ideas from coaches, members and parents within your club. Determine whether your activity is practical and can be easily organized within your resources.
- ❑ **DEVELOP A BUDGET**
- ❑ **SELECT YOUR ACTIVITY SITE CAREFULLY.** Pick the most appealing activity. You want your activity to attract as many people as possible that may not normally participate in gymnastics. It should be fun for your members but it should also be open to the community at large. Remember, one of the goals is to let everyone know all the great benefits of our sport.
- ❑ **DECIDE THE ACTIVITY LOCATION, TIME AND DATE.** The activity may be more successful if you bring your activity to the public rather than inviting the public to come to you.
- ❑ **FIND SPONSORSHIP & SUPPORT**
- ❑ **REGISTER YOUR ACTIVITY WITH YOUR PROVINCIAL FEDERATION** so it can be posted in the provincial newsletter and on the provincial web site.
- ❑ **MEDIA CHECKLIST.** Inform media well in advance and send out a reminder closer to the activity. Local media are most likely to respond, so concentrate on them.
- ❑ **ARRANGE FOR VIDEO/PHOTO COVERAGE.** This does not have to be professionally done and paid for – ask around your gym and community for volunteers.
- ❑ **KEEP RECORDS OF MEDIA COVERAGE AND ACTIVITY HIGHLIGHTS.** Having a record of your activity will help promote it again the following year.
- ❑ **SAFETY AND INSURANCE**
- ❑ **ENJOY YOUR NATIONAL GYMNASTICS WEEK ACTIVITIES**
- ❑ **SEND THANK-YOU LETTERS** to all those who helped out with the activity.
- ❑ **COMPLETE THE EVALUATION FORM.** Get the opinion of your volunteers and committee at the end so improvements, if any, can be made for next year.

