**“Get Off Your Apps” Physical Activity Event**

**Planning Checklist**

**At Least 6-8 Weeks Before Your Event**

* Connect with school administrators and faculty to gather support and secure your event location.
* Engage different members of your school community (teachers, parents, students, staff, administrators) in an open listening session to identify local health and safety strengths and needs—what would they like to see in a “Get Off Your Apps” Physical Activity Event?
* Determine when your event will be held using input from school leaders and keeping in mind families’ needs and schedules.
* Reserve your location.
* Plan for accessibility for family members with disabilities. Is your event location accessible to those with mobility challenges? Would any families benefit from sign-language and/or interpreters, transportation or other accommodations?
* Share preliminary event details and information with your PTA members. Recruit your planning team.
* Begin collecting supplies from the materials list.

**4 Weeks Before Your Event**

* Start holding regular planning meetings with your team.
* Promote your “Get Off Your Apps” Physical Activity Event to families. Emphasize that this is a *family* event, and parents are encouraged to participate with their children. (See Tips for Promoting Your Event.)
* Assign volunteer roles and leads.
* Begin the process of translating event materials and arranging for interpreters for non-English speaking families, if needed.
* Consider whether transportation to the event could be a barrier and discuss potential solutions (e.g., use a school bus or provide bus passes).
* Ask for donations for event giveaways and prizes.

**2 Weeks Before Your Event**

* Recruit volunteers to fill specific roles on event day.
* Continue promoting the event. Consider posting signs around the school, asking teachers and school staff to send flyers home with kids, and including event updates in the daily announcements
* Preorder food and drinks. Make sure you will be providing healthy snacks and a comfortable place for families to gather, eat and socialize at the event.
* Begin to organize materials to be used to host your event activities.

**A Week Before Your Event**

* Ask volunteers to make phone calls to personally invite targeted families and ensure that caregivers understand the importance of their active participation during the event.
* Finalize event logistics, including creating a detailed day-of-event schedule and assigning specific volunteers to critical roles.
* Continue promoting the event.
* Check in with volunteers to make sure they understand their roles.
* Make copies of your event evaluation form and any parent takeaways.

**Within 2 Weeks After Your Event**

* Formally thank volunteers, sponsor representatives and school and community participants.
* Hold a debriefing session with your planning committee to discuss what went well and what you would do differently next year.
* Commit to continuing to promote healthy lifestyles and physical activity in the future for the entire school community.