



## Checklist for a Unified Sports Day

A Unified Sports Day is a festive and fun way to involve all students and families in a day of Unified Sports activities. Use the checklist below to make the event a success.

- 1. Meet with the Unified Champion School Leadership Team to discuss hosting a Unified Sports Day at your school. Develop a timeline for recruiting volunteers and planning the event. Consider whether to seek any sponsors or donors.
- 2. Meet with the principal to discuss plans for the event and ensure the administration's support and approval.
- 3. Communicate with school staff about the event. Seek their input on possible activities to include. Invite student input, as appropriate. Solicit volunteers.
- 4. Reach out to the physical education teacher(s) and encourage collaboration for organizing activities and making accommodations to ensure all activities are accessible to all students.
- 5. Develop a plan.
  - Set the date for the event and a schedule for the day.
  - Invite members of the parent-teacher organization to help plan or carry out activities.
  - Decide whether the day will have a theme or focus on a specific sport.
- Finalize the activities and clear them with the necessary school personnel before releasing the information to others.
- Determine how to ensure that all students will have equitable opportunities to participate.
- Create a plan for each task that needs to be completed, including deadlines and a list of who is responsible for carrying out each step.
- 6. Publicize the Unified Sports Day within the school. Invite students' families. Reach out to the local newspaper and radio station. Include information about the event on the local access television station.
- 7. After the event, thank everyone involved with making the event a success. Send a special thank-you note to any sponsors or donors.
- 8. Use the school's website or social media to post photos, videos, and stories about the event.

