

Area Games: Planning Committee Timeline/Checklist



12 Months Prior to Games

General

- Determine date(s) for event.
- Secure venues for each sport and special event. Complete contracts (if able).
- Set budget for event (or during annual planning in September of prior year).
- Determine sport(s) and event(s) offered.

9 Months Prior to Games

General

- Review job descriptions for all games planning committee members.
- Review the budget for the upcoming games.
- Locate the timelines and checklists from last year's games for modification of current games.
- Verify contracts are in place and certificates of insurance submitted for each sport and special event venue.

Recruitment

- Recruit planning committee members (if needed).

Planning

- Review the timelines and checklists of previous Games.
- Review objectives for the upcoming games based upon the length of the games, number of sports offered, number of athletes competing, the facilities needed, and the sports and volunteer resources available.
- Determine the number of planning committee members needed to conduct the current games.
- Prepare a recruitment plan for securing planning committee members who are not returning from the last games but are still needed.
- Review the games budget, registration materials and forms, and sports rules and policies. Adjust, if needed, the sample registration materials and forms.
- Agree on timelines for each planning committee member's key action items; prioritize items.

6 Months Prior to Games

Recruitment



- ❑ Area Games Planning Committee Members prepare a recruitment plan to recruit lead volunteers for their respective area.
- ❑ Area Games Planning Committee Members prepare committee notebooks or resources for each of their lead volunteers.
- ❑ Area Games Planning Committee Members ensure their lead volunteers are oriented and trained for their respective area.

Planning

- ❑ Develop detailed work plans, checklists, and timelines for every committee.
- ❑ Develop a calendar of scheduled Area Games Planning Committee meetings and distribute to all members of the planning committee.
- ❑ Develop a master list of Area Games Planning Committee Members with cell phone number and email address. Distribute to all members.
- ❑ Review needs at facilities. Order any porta-potties, water, etc. after confirming this is permissible with venues.

3 Months Prior to Games

Recruitment

- ❑ In conjunction with the volunteer committee, develop a plan for recruiting day of volunteers to round out each committee's needs. Example: Sign Up Genius – online volunteer registration site.

Planning

- ❑ Set date and agenda for training day of volunteers prior to the games (if possible). If not, plan for volunteers to arrive early for their shift to receive training.
- ❑ Conduct a walk through for Area Games Planning Committee Members.
- ❑ Develop a Plan B scenario in case of inclement weather or a disaster.
- ❑ Develop a crisis management plan.
- ❑ Refine the 1 month, 2 weeks, 1 week, 2 days, 1 day, 3 hours, 1-hour checklist and timeline the entire planning committee will follow.
- ❑ Determine whether planning committee has all needed sports equipment and signage for competitions and special events.



- ❑ Source any needed sports equipment or signage needed for competitions and special events. Some may need to be purchased, sourced from state office, another area, or local organization. If equipment is requiring repair, repair and/or order new equipment.

1 Month Prior to Games

General

- ❑ Meet regularly with planning committee to ensure all members are meeting the set timeline for their assigned tasks.
- ❑ Make sure crisis management plan is ready. Be sure medical personnel will be on site for competitions and special events.
- ❑ Contact all venues, and those providing equipment, to ensure everything is set and ready for the games.

Recruitment

- ❑ Make sure all “day of” volunteers receive communication regarding where to meet, park, what to bring, etc. Also ensure “day of” volunteers receiving reminders only days before the games begin.

Day(s) of Games

General

- ❑ Area Games Planning Committee remain calm and in charge of their area; All should note locations of medical personnel.
- ❑ Ensure that everyone goes to volunteer check in and completes an ID or visual check.
- ❑ Ensure any needed facilities (such as porta-potties, water, etc.) are delivered as expected.
- ❑ Thank people as needed throughout the day.

After Games

General

- ❑ Ensure Area Games Planning Committee meets and brings their final reports to help prepare for next year’s games.
- ❑ Ensure thank you letters/emails are sent to appropriate people: “day of” volunteers, cash sponsors, in-kind donors, venues, etc.