Field day planning kit

A head start for your PTO or PTA board. Take what's useful and change the rest.

Timeline

6 weeks out

- [ ] Pick a date and a rain date with the PE teacher and principal
- [ ] Choose the stations and games
  A mix of active and calm stations gives everyone something to enjoy.
- [ ] Set the budget

4 to 5 weeks out

- [ ] Decide whether grades rotate together or in separate blocks
- [ ] Share the station leader signup link
- [ ] Add the date to the school newsletter
- [ ] List what each station needs, and what the school already has

2 to 3 weeks out

- [ ] Build the rotation schedule
- [ ] Follow up on empty volunteer spots
- [ ] Plan for shade, water, and first aid
  Ask the school nurse what to have on hand, and where students with medical needs should go.
- [ ] Share the schedule with teachers
- [ ] Make a station card for each game
  A short card with the rules and setup helps a volunteer who hasn't run it before.

The final week

- [ ] Remind families about sneakers, sunscreen, and water bottles
- [ ] Buy everything on the shopping list
- [ ] Send station leaders their station and card
- [ ] Check the forecast and make the rain call

Field day

- [ ] Set up the stations and brief the leaders

After the field day

- [ ] Return borrowed equipment
- [ ] Thank volunteers, teachers, and the PE staff
- [ ] Record receipts and reimburse helpers
- [ ] Write down what to change next year
  A few quick notes while it's fresh can save next year's board a lot of time.

Volunteer spots

A sample to adapt, for a school of 300–600 students. The online version at pineboard.app/templates resizes it for yours. Add, cut, or rename spots to suit your school.

Spot	When	People
Setup Crew Set up stations, cones, and signs.	7:30 AM to 8:30 AM	6
Station Leaders: Morning Run one station as classes rotate through.	8:30 AM to 11:30 AM	12
Station Leaders: Afternoon Run one station as classes rotate through.	11:30 AM to 2:30 PM	12
Water and First Aid Table Refill water and send anyone hurt to the nurse.	8:30 AM to 2:30 PM	2
Popsicle Table Hand out popsicles as classes finish.	1:30 PM to 2:30 PM	3
Cleanup Crew Pack up equipment and leave the field clean.	2:30 PM to 3:30 PM	6

Sample budget

Placeholder amounts to help you get started, not real prices. Swap in your own numbers.

Item	Example	Our budget
Station supplies and equipment	$200	
Popsicles or frozen treats	$150	
Water and cups	$60	
Ribbons or stickers	$50	
Sunscreen and first aid supplies	$40	
Signs and station cards	$30	
Total	**$530**	

Shopping list

Sporting goods or dollar store

- [ ] Cones
- [ ] Hula hoops
- [ ] Bean bags
- [ ] Jump ropes
- [ ] Sack race bags
- [ ] Water balloons or sponges

Warehouse club

- [ ] Popsicles
- [ ] Water and cups
- [ ] Sunscreen

Office supply store

- [ ] Card stock for station cards
- [ ] Markers
- [ ] Stickers or ribbons
- [ ] Clipboards

Easy things to overlook

Shade and water breaks
A shaded spot and a water break in every rotation help on a warm day.

Every student included
A station or two that doesn't depend on running means students with different needs can join in.

Station cards
Volunteers often arrive minutes before the first class. A card with the rules gets them going.

The rain call
Agreeing early on who decides, and when, saves a lot of messages the night before.

Food allergies
Checking treats against each class's allergy list keeps the popsicle table a happy stop.

Want it all in one place?
PineBoard can hold your tasks, volunteers, shopping, and budget together, and copies the plan to next year. Try it free for 60 days at pineboard.app.