



## Healthy Eating and Physical Activity Play Planning Checklist

Getting organized for your Play is important, and if you follow some key planning guidelines you can manage it fairly simply.


Before you start completing your checklist, be sure you meet with your Program Advisor(s), School Nutrition Manager and P.E. Department Chair and get support from other key adults in the school. Then:

- Print out the [Planning Checklist documents](#) and use the planning guide below to help make your own plan.
- See [Who Can Help and How](#) for information on key groups you should include.
- Review [Go For the Goal: Game Planning Tips](#) for key planning and implementation considerations.

## Planning Guide

### Play Planning Checklist: Tasks and Assignments

Make a list of everything you'll need to have happen to make your Play work. Consider the following referenced tools, available on FuelUpToPlay60.com, and then use the [printable checklist](#) to create your own plan.

Category	Possible Tasks	Tools that Can Help
Polling and Play Selection 	<ul style="list-style-type: none"> <li>• Complete and/or <b>review the School Wellness Investigation.</b></li> <li>• Review the Playbook and <b>select a Play</b> in each category: Healthy Eating and Physical Activity.</li> <li>• <b>Conduct a poll</b> for each Play and <b>set specific goals.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">SWI</a></li> <li>• <a href="#">Playbook</a></li> <li>• <a href="#">Survey &amp; Polling Tools</a></li> </ul>







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<p><b>Permissions</b></p> 	<ul style="list-style-type: none"> <li>• <b>Get principal's permission.</b></li> <li>• <b>Alert custodial staff</b> to potential increase in clean-up needs.</li> <li>• <b>Work with P.E. staff</b> to ensure gym access before or after school, and <b>classroom teachers on what to expect.</b></li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Who Can Help and How</a></li> </ul>
<p><b>Resource Collection</b></p> 	<ul style="list-style-type: none"> <li>• Work with School Nutrition, local grocers and/or local farms to <b>secure adequate amounts or information</b> about Play-specific foods.</li> <li>• Work with key adults to <b>solicit contributions</b> for needed equipment for Physical Activity Plays (e.g., stopwatches).</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Tips and Tools for Engaging Businesses</a></li> <li>• <a href="#">Tips and Tools for Involving the Community</a></li> </ul>
<p><b>Funding</b></p> 	<ul style="list-style-type: none"> <li>• Program Advisor(s) and students should work together to <b>apply for funds</b> that can help implement or extend your Play.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Fuel Up to Play 60 Funding Opportunities</a></li> </ul>
<p><b>Promotion</b></p> 	<ul style="list-style-type: none"> <li>• Organize and implement promotional activities to <b>get the school community excited</b> about the upcoming events.</li> <li>• Put up posters, flyers, cafeteria signs and other materials with <b>the time, place and opening date</b> for your Play.</li> <li>• <b>Get your Play announced</b> in morning announcements, the school newsletter and in classrooms.</li> <li>• <b>Work with your art department</b> to create graphics. Place icons of delicious and nutritious food items or examples of fun</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Student Invitation Letter to School Adults</a></li> <li>• <a href="#">Parent Information Letter Template</a></li> <li>• <a href="#">Sample Morning Announcements and Bulletin Board Blurbs</a></li> </ul>



	physical activities on the walls or on the floors leading straight to your Play location.	
<b>Logistics</b> 	<ul style="list-style-type: none"> <li>• <b>Organize set-up and take-down</b> personnel/activities.</li> <li>• <b>Confirm involvement</b> of key adults and delivery of required resources (food, tables, etc.).</li> <li>• <b>Ensure the right equipment is available</b> on each Play day.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Play Planning: Tasks and Assignments Checklist</a></li> </ul>
<b>Staffing</b> 	<ul style="list-style-type: none"> <li>• <b>Organize volunteer times and duties</b> to run the Plays.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Play Planning: Team Members and Responsibilities</a></li> </ul>
<b>Half-time Checkpoint</b> 	<ul style="list-style-type: none"> <li>• Once you have run your Play for at least two weeks, <b>regroup with your team</b>, including students, Program Advisor(s) and key adults to talk about it: What's working? What's not? Are you on track to meet your goals? What would it take to continue long-term?</li> <li>• Consider the following:             <ul style="list-style-type: none"> <li>○ <b>Can you make any improvements</b> in materials, resources, volunteers or staffing?</li> <li>○ <b>Can you add regular reminders to keep students participating</b> (simple morning announcements or weekly prize drawings that reward students who participate regularly)?</li> </ul> </li> </ul>	



	<ul style="list-style-type: none"> <li>○ If your school is large, <b>could you expand your Play</b> or do something more to reach more students?</li> </ul>	
<p><b>Evaluation</b></p> 	<ul style="list-style-type: none"> <li>• <b>Collect and evaluate/summarize data</b> related to the goals set for your Play(s).</li> <li>• Remember, the primary focus of your Healthy Eating and Physical Activity Plays is to:             <ul style="list-style-type: none"> <li>○ Increase student access to — and selection of — nutrient-rich foods.</li> <li>○ Increase opportunities for — and student participation in — physical activity for at least 60 minutes.</li> </ul> </li> <li>• Once you've run your Play, <b>go back to the goals you set</b> on your Planning Checklist to see where everyone started and finished. Overall, what worked well? What did students really enjoy? <b>What could you do to make your Play continue long term?</b> Remember, you want to make a difference for your school now AND in the future.</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">School Wellness Investigation</a></li> <li>• <a href="#">Survey &amp; Polling Tools</a></li> </ul>
<p><b>Communication</b></p> 	<ul style="list-style-type: none"> <li>• <b>Highlight the successes</b> of the Plays in articles for school and local media.</li> <li>• <b>Provide key personnel in the school and community with results</b> showing how Fuel Up to Play 60 is helping your school.</li> <li>• <b>Extend thank you's</b> to volunteers, staff and organizations who helped.</li> <li>• <b>Share your experiences in Fuel Up to Play 60's community</b> to help other schools!</li> </ul>	<ul style="list-style-type: none"> <li>• <a href="#">Spread the Word: Publicize Your Results</a></li> <li>• <a href="#">Highlighting Your Success</a></li> <li>• <a href="#">Fuel Up to Play 60 School Press Release Template</a></li> </ul>



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## Play Planning Checklist: Team Members and Responsibilities

Make a table of everyone who will help — like the one below. Think about and discuss what everyone is interested in (promotion, working with people, logistics like set-up and take-down, resource collection, “day-of” support, etc.) and start assigning responsibilities.

Volunteer Name	Interests	Assignments
Jane Doe	Promotion; Logistics	Make signs to announce Play. Work the taste test tables during lunch.
Jack Smith	Logistics; Resource Collection	Help with set-up. Contact local restaurants for food donations.

## Success Stories

Get ideas for getting your entire community involved in Fuel Up to Play 60!



[GO TO SUCCESS STORIES ►](#)



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