



## Play Days Event Timeline

This is meant to help guide you in the planning process and is suggestive timelines.

### 1-month prior:

- Select a date
- Select a location or facility
- Apply for funding (if necessary)
- Start promoting event

### 3 weeks out:

- Select activities will be featured
- Determine what equipment is needed
- Determine how many volunteers will be needed and start doing outreach to confirm who can volunteer

### 2 weeks out:

- Draft up a floor plan
- Determine the roles and responsibilities of each volunteer

### Week of event:

- Collect all equipment needed
- Purchase any beverages or snacks for day off
- Inform the volunteers of their roles and responsibilities

### Day off event:

- Set up all activities
- Lay snacks out for participants