

# How to host a sports day

Sports days involve organising a full day of active events that the local community can take part in. They are a great way to have fun, meet others, and get moving.



## Timings

It can take around six weeks to organise a sports day.

We've put together a suggested timeline with to-do lists to help you get started.

## 6 weeks before:

- Find a location for your event. Keep in mind the time of year and how warm or cold it may be, and how many people you are aiming to have at your event
- Camden's Events Team can also help you find a local green space for your event and advise on areas such as how to manage your Sports Day, how to apply for a licence, making sure you have the right permissions to go ahead, and offer advice and guidance on risk assessments. You can also find more advice by visiting <https://app1.apply4.com/eventapp/uk/camden>
- To find more information on how to hold an event such as a Sports Day or to make an application please email **events@camden.gov.uk**.
- If you would prefer an indoor space for your event, you can also find your nearest community centre at **camden.gov.uk/community-centres**
- Find a qualified first aider to volunteer on the day
- Spread the word to your neighbours to see if others would like you to help you organise the event.

## 3 - 4 weeks before:

- Organise a meeting and allocate roles to your volunteers such as stewarding
- Think about who and how many people will be attending the event. This will help you to decide on the most suitable games and what equipment you need
- Choose activities that are suitable for different ages, accessibility needs and interests
- Promote the event on social media, put up posters in and around your community and contact your local newspaper

## 1 - 2 weeks before:

- Continue to promote the event on social media and through word-of-mouth
- Keep in touch with your volunteers
- Put together a shopping list for refreshments on the day
- Borrow or buy the equipment needed for the games
- Create a schedule outlining the timings for each of the games.

## On the day:

- Leave yourself and your volunteers plenty of time to set up on the day of your event, laying out the sports equipment, seating areas
- Set up a refreshments table etc. with a list of ingredients and allergens for any food you serve
- Have copies of the event schedule available for guests
- Enjoy yourself and have fun!