

# 10 STEPS TO SUCCESS

## PLANNING YOUR LOCAL PLAY EVENT

AN ADAPTATION BY THE IDOP HALIFAX AD HOC TEAM

RECREATION NOVA SCOTIA, INTERNATIONAL DAY OF PLAY



### 1. ASSEMBLE YOUR PLAY CHAMPIONS

- Gather your team
- Invite children/youth to be part of planning
- Involve local businesses and community leaders

### 2. ACCESS THE PLAY RESOURCES & NETWORK



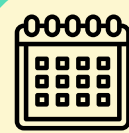
- Visit the IDoP section of Recreation Nova Scotia's website for ideas, inspiration and information on play
- Following your event, please share your stories and photos with IDoP to update the website



### 3. DEFINE YOUR PLAY VISION

- Use SMART goals (specific, measurable, achievable, relevant and time-bound) for planning
- Engage local businesses and community leaders for additional support

### 4. PICK THE PERFECT PLAY PLACE



- Include accessibility considerations
- Provide a weather contingency plan for outdoor events
- Develop a checklist for venue selection & research event permissions



### 5. FUND THE FUN

- Develop a budget
- Develop a sponsorship package for local businesses
- Identify cost-saving measures

### 6. CREATE AN ALL ABILITIES PLAY EXPERIENCE



- Ensure the space and activities are accessible
- Encourage multicultural participation and programming
- Explore the use of sensory-friendly and adaptive play elements



### 7. EMPOWER YOUR PLAY LEADERS

- Estimate numbers needed and recruit volunteers
- Organize volunteer training and define clear roles
- Create a skills inventory that includes volunteers and event organizers

### 8. GATHER PLAY ESSENTIALS



- Develop a checklist of play activities and materials
- Consult the IDoP section of Recreation Nova Scotia's website for additional ideas, inspiration and information



### 9. SPREAD THE WORD

- Promote event via community bulletin boards and newsletters, social media, public service announcements, library
- Contact local radio, newspapers and bloggers focusing on family and childhood

### 10. CELEBRATE AND REFLECT FOR NEXT YEAR



- Ask participants to complete a brief feedback survey
- Recognize and celebrate volunteers
- Schedule an evaluation meeting
- Share event highlights with supporters
- Start planning for next year



For more information

