

## FIELD DAY CHECKLIST

1. Field Day site
2. Washrooms
3. Parking Area
4. Garbage cans
5. First Aid kit
6. Hershey rule book
7. Ten copies of the schedule of events
8. Six copies of the age divisions
9. Ten pens
10. Scissors, masking tape and a stapler
11. Tables and chairs for registration
12. Registration forms
13. Six clipboards
14. Eight stop watches
15. Public address system
16. Whistle or gun (extra shells for the gun)
17. Two softballs
18. Racing bibs
19. Ribbons (envelopes to put ribbons in for field events)
20. Limer or markers to outline softball throw area
21. Results sheets for finish line, softball throw and standing long jump
22. 17 volunteers
23. Relay batons
24. Clear plastic bags for clipboards in case of rain
25. Rake and broom for long jump pit
26. Two long measuring tapes
27. Tent large enough to accommodate two tables
28. Timing stand

### Volunteers:

1 meet director: Announce what events are going on etc.

Registration: 2-4\*

Finish Line: 8

Softball throw: 4 (Chief judge- records results, a person to mark where the ball lands, one person to pull the tape back and one person for crowd control)

Standing Long Jump: 4 (Chief judge- records results, a person to mark where the participant lands, a person to pull the tape back and one person for crowd control)

Total: 17\*

Registration must be complete before the meet can begin; therefore the people who helped out with registration can help officiate at one of the events.