



Unified Event Template



Now that your Unified program is up and running, why not take your program to the next level? Hosting a school-wide event will create a more inclusive lense and build on the inclusive school culture you have already been creating.

Connect with your School Supports:

1. Ensure you have the support of your school administration
2. Connect with your schools athletic director and/or physical education department head to secure gym space availability
3. Meet with staff and admin and discuss what other ways the school can be involved:
 - providing lunch, or foods class making a snack for the group
 - can the art class or digital media class create posters or other infographics
 - will the event be represented in the year book (Ex: school photography)

Connect with Special Olympics - Unified Sports Manager

Book a meeting with our team to discuss event logistics, budget, equipment needs, staff support, etc....

Note: not all events will have a Special Olympics staff present. As Unified Sports grows across Alberta we hope the ability to sustain and host events grows within the schools capacity. SOA will always be there to support our schools, but each events support may look different.

Plan the Event:

Set a Budget

- What sponsorships do I want to pursue? (example letter)
 - Food/grocery store donations for snacks or lunch
 - Area MLA for local city/township support
 - Local businesses for swag items
 - Monetary donations
- Am I charging schools to attend this event?
 - Decide what is a necessary charge. The goal is to ensure all students and schools can participate. If we charge for every event the capacity for schools to attend is lower, as schools are already paying for specialized bussing.
 - Suggestions: take away the provided lunch and provide a snack instead: due to dietary restrictions and preferences a lot of the food that has been provided in the past had been thrown out. To reduce waste, consider having students bring own lunch or students can buy lunch from your in-school cafeteria.

Team Registrations:

- Create a Google Form or another format for teams to register - this should be sent out 1 - 2 month prior to event to allow outside schools to coordinate bussing needs
- Set a deadline for teams to register

Gather Volunteers (not all are necessary, just ideas):

- Greeters, Check-in Teams (hand out team packages/schedule)
- Referees (ex: 1 per basketball game, 1 for every 2 corn hole games)
- Game timers - keeping scheduled games on track
- Lunch Support: 2-4 (if serving lunch)
- Set-up/Take-down
- Team Liaison – Hosting a School – supporting with navigating areas
- Floaters: people that can support all areas

Create Accessibility Plan/Event Map:

- Parking - visitor parking and bus parking
- Washrooms - regular and accessible
- Sensory/Breakout Spaces - an area that offers respite from the event for those that may be overstimulated or other
- Locations - exits, gym, courts, emergency muster point, etc...
- Elevator access - if activities are on different floors

Additional Activity Suggestions:

Some events have down time in between games. Hosts often have other engaging activities available for students to play.

- Boardgames
- Colouring or crafts
- Photo booth
- Try It Activities: Floorcurl, Turbo Javelin, Giant Jenga or Connect Four

Create Day-of Schedule:

Example Schedules and Tournament templates found on our website under our events page.