Spirit Week Activities by the Book
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Why *Do* Lunchtime Activities?

- To promote school spirit.
- To give students the opportunity to perform.
- To see different groups on campus demonstrate their talents.
- To let Leadership students apply skills they have learned.
- To provide entertainment during lunch time.
- To create memorable moments.
Getting Started

The keys to a successful lunch-time activity include:

- Planning
- Publicity
- Implementation
- Evaluation
Planning...Things to Consider

What is the purpose of the activity?
- Is there a theme?
- Brainstorm for ideas

Is it safe?
- Beware of potential hazards
How will the activity be played?

- Write a script.
- Give the rules of the game.
- Provide a simple, clear explanation.
- Make sure it isn’t too complicated.

How much time will it take?

- The set-up
- Selecting students
- The activity
- Clean-up
What is the risk factor?

- High vs. Low
- Will participants get messy, wet, or dirty?

How will you select participants or get kids involved?

- Avoid selecting same kids that always volunteer.
How much will it cost?

- Budget your activities.

How is the game won?

- Are there awards/incentives given?
- Is it fair in all aspects?
How does the physical area look?

- Map it out on paper first.
- Is it easy to see?

What is needed?

- Supplies (for the actual game)
- Equipment (sound system, flags, etc.)
- Music (enhance the theme)
Planning...Other Important Factors

- Check with P.E. Dept. if using the blacktop area.
- Let administration know.
- Who’s supervising?
- Who’s providing crowd control?
- Historian on hand to record event.
- Weather: Is there a need for a Plan B?
- Allergies to food?
- Does it need to be practiced beforehand?
- What is the clean-up plan?
Planning an Activity

Spirit Week Activity Planning Form

"Make it big. Do it right. Give it class."

Date: ____________________________
Day of Week: ____________________________

Canny Theme Name: ____________________________

Names of People in Group: (#1 person is Commissioner of the day)
1. ____________________________
2. ____________________________
3. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________

Spirit Day Dress-up: (Be specific with description. What is counted & what isn’t)

Person responsible for making spirit day form and getting it to Mrs. Wood a day in advance to Xerox:
Color of paper to Xerox form on: ____________________________

Banner for Stage says:

Color of Paper: ____________________________

People in charge of Creating, Making, and Cleaning up Poster:

People in charge of Hanging Poster:
Any other Publicity? (What, Where and by Whom?)

Describe the Lunch Activity: What will take place? Where will it take place? How do you win? How many people does it include? Is it safe? (Include a neatly drawn diagram of obstacle course on a separate piece of paper. Be sure to include each station.)

List all Materials/Items Needed for Each Lunch

Estimated Cost of Activity: ____________________________
What awards will be given out? How many?
How will contestants be selected? ____________________________

Who will be responsible for:
Bringing needed materials?
Buying needed materials?
Buying Awards?
Preparation/Setting up Materials/Items for Activity?

Setting Up/Marking Off Area: (Cones, Flags, Loading Wagon)
Setting up Stereo and playing Music during event:
What 2 or 3 songs will be played? (Should reflect or enhance the activity)

Writing out Clear and Concise Directions:
Speaking on the Microphone and Giving Activity Directions (both lunches)?
Demonstrating the Activity?

Crowd Control?
Publicity Plug on Bulletin?
Will your Activity need Judges? yes no Who:
Photographer for Dress-Up and Activity (Notifying and taking pictures of dress-up students)?
Before school:
1st lunch:
2nd lunch
Everyone in group is responsible for clean-up.

Possible Obstacles:

Back-up Plan:

This Spirit Day has the approval/disapproval of Mrs. Wood. Signature:

Assigned Date to Practice Activity:
Have all materials ready to go for a Practice Trial Run. Mrs. Wood needs to observe it. Practice will last from 2:15-2:45 on assigned day.
Publicity...Getting the Word Out

- Bulletin or Daily Announcements
- Flyers
- Marquee
- Social Media Post
- Banners/Posters
- Word of Mouth
Implementation...Let’s Do This!

Practice makes perfect!

~Leadership students should:

- know all aspects of the activity and how it works.
- run the activity several times before the event.
- understand their job duty – before, during and after the activity.
- figure out the bugs or problems beforehand and modify when necessary.
- demonstrate the game, if possible.
Before the activity begins

- Bring participants to corner to go over rules/answer questions.

During the activity

- Who are the judges? Fairness is important!!!
- Follow the plan.
- Guard the supplies/equipment/awards.
Evaluation...There’s Always Room for Improvement

- Get feedback from people “on the outside”.
- What went well?
- What didn’t go so well?
- Did you stay on time and within the budget?
- Would it be worth doing again a different year?
- Start a file of successes.
Evaluating an Activity

<table>
<thead>
<tr>
<th>Question</th>
<th>Rating</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Was it appropriate for the participants?</td>
<td>5-1</td>
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<tr>
<td>2. Was it appropriate for the location?</td>
<td>5-1</td>
</tr>
<tr>
<td>3. Was it easy to understand?</td>
<td>5-1</td>
</tr>
<tr>
<td>4. Was it easy to see?</td>
<td>5-1</td>
</tr>
<tr>
<td>5. Was it safe?</td>
<td>5-1</td>
</tr>
<tr>
<td>6. Did announcer speak clearly and give simple instructions?</td>
<td>5-1</td>
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<td>7. Were all the materials there on time?</td>
<td>5-1</td>
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<td>8. Were materials adequate for the event?</td>
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<tr>
<td>9. Was it visually attractive? Area clean; new materials, well marked</td>
<td>5-1</td>
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<tr>
<td>10. Was there a minimum of confusion?</td>
<td>5-1</td>
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<tr>
<td>11. Was the music appropriate for the event? Enhanced the theme?</td>
<td>5-1</td>
</tr>
<tr>
<td>12. Were all materials put away at the end of activity?</td>
<td>5-1</td>
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<td>13. Was clean-up complete?</td>
<td>5-1</td>
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<td>14. Was recruiting people easy?</td>
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<td>15. How many people watched the event?</td>
<td>5-1</td>
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<tr>
<td>16. Was activity demonstrated accurately?</td>
<td>5-1</td>
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<tr>
<td>17. If you were to do the event again, what changes would you make?</td>
<td></td>
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</tbody>
</table>

Total Score: _______________ /90 points
Here’s some examples of past lunchtime activities...
Spirit Week Day Ideas

➢ Monkey Monday – Go Bananas
➢ Music Madness Monday
➢ Movie Mayhem Monday
➢ Me and My Shadow Monday
➢ Magical Monday
➢ Mix it Up Monday
➢ Marshmallow Mania Monday
➢ Mickey and Minnie Monday
Spirit Week Day Ideas

- Tri - Tint Tuesday
- Twin It Out Tuesday x 2
- Tuesday It Takes Two
- Tartan Tuesday
- Jungle Time Tuesday
- Tropical Tuesday
- Time-Warp Tuesday
Spirit Week Day Ideas

- Workout Wednesday
- Save the World Wednesday
- Water Wipeout Wednesday
- Wedded Wednesday
- Wild Watermelon Wednesday
- Wild and Wacky Wednesday
- Wild West West Wednesday
Spirit Week Day Ideas

- Theme Park Thursday
- Twister Thursday
- Totally Tourist Thursday
- ER ThERsday
- Salad Topping Thursday
- Throwback Thursday
Spirit Week Day Ideas

- Flipped Around Friday
- Fab Flannel Friday
- Your Future Friday
- Fandom Friday
- Fancy Friday
- Fun in the Sun Friday
- ESPN at the End
Spirit Week Activity Planning Form

Date: __________________________ Day of Week: __________________________

Canny Theme Name: _________________________________________________________

Names of People in Group (#1 person is the commissioner of that day’s activity):
1) ______________________________________ 4) __________________________
2) ______________________________________ 5) __________________________
3) ______________________________________ 6) __________________________

Spirit Day Dress-Up (Be specific with Description; What counts and what doesn’t) ________________________________________________________________

Person responsible for making Spirit Day Form (turn in at least 24 hours in advance): __________________________

Xerox on what color paper? ______________________________________________________ or Doesn’t Matter

Banner for Stage says: __________________________________________________________

Color of Banner: 1st choice: __________________________ 2nd choice: __________________________

People in charge of Designing, Making, Hanging and Cleaning-Up of Banner: __________________________

Any other Publicity? (What? Where? and By Whom?): __________________________

Describe the Lunchtime Activity: What will take place? Where on campus? How do you win? How many people does it include? Is it safe? Is it a low or high-risk activity? (Include step-by-step procedure of the activity station by station, if necessary. Include on separate sheet of paper a diagram of the layout or stations.) If you need more room, attach a type written explanation of the procedure of the game.

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________

__________________________________________________________________________
List all the materials/items needed for both lunches (think details):

________________________________________________________________________________________________________________________________________

Estimated cost of Activity, including prizes/rewards.: ____________________________________________

What awards/rewards will be given out? How many? ____________________________________________

How will contestants be selected? ____________________________________________

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Who will be responsible for: (Remember to keep receipts for reimbursement)

Bringing needed items/materials: ____________________________________________

Buying needed items/materials: ____________________________________________

Buying awards/rewards: ____________________________________________

Preparation/ Setting up materials/items for activity: ____________________________________________

Setting Up/ Marking off areas (cones, flags, loading wagon): ____________________________________________

Setting Up sound system/Playing music during event/Microphones: ____________________________________________

What 2 or 3 songs will be played? (Music should enhance theme). 1) ____________________________________________

2) ____________________________________________

3) ____________________________________________

Writing out clear and concise directions that are easy to understand: ____________________________________________

Speaking on microphone/Giving directions to crowd: 1st Lunch: ____________________________________________

2nd Lunch: ____________________________________________ Assistant: ____________________________________________

Demonstration the Activity: ____________________________________________

Crowd Control: ____________________________________________

Publicity Plug for Bulletin and Take-Home Flyer: ____________________________________________

Will the activity need judges? Yes No Who?: ____________________________________________

Photographer for Spirit Wear before school: ____________________________________________

Photographer at lunch: 1st Lunch ____________________________________________ 2nd Lunch ____________________________________________

Possible Obstacles: ____________________________________________

Back-Up Plan: ____________________________________________

*************************************************************************************************************

Voted on and Approved: Yes No Date assigned: _____________ Practice will be after school the day before.