



## Planning Your Size of Wales event

<b>ACTION?</b> What needs to be done to make the event happen?	<b>WHO? / HOW? / WHEN?</b> What needs to be done to carry out this action? Who will be responsible for it?	<b>ACTION TAKEN ✓</b> Was the action taken? What happened? If completed, decide what you're next course of action needs to be in row 2!
1. Plan a meeting to discuss what you're doing and when	Eco committee meeting next Tues	Sponsored walk on 20 <sup>th</sup> Feb
2. Inform the whole school	Eco committee assembly announcement	Announced in Tues 22 <sup>nd</sup> Jan assembly
3. Sponsorship form	Download form from the Size of Wales website	Form downloaded, copied and distributed to form teachers.
4. Publicise the event & get children involved	Eco committee to ask Class 3 and 4 to make posters Ask school secretary to make parents aware through school Newsletter	Posters ready by 5 <sup>th</sup> Feb Newsletter announcement on the same day
5. Keep up awareness of event	Weekly reminders in assembly by 2 Eco committee members	Rota of Eco committee members created to take turns making assembly announcements

