

Planning Your Size of Wales Event

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

Size Of Wales

