



Youthline Cultural Committee Fun Fair Planning Worksheet

Committee Members: _____

Site: _____ Date: _____

Fun Fair

The Fun Fair is a large, organized celebration designed to bring joy and connection to children in the community. It includes multiple activity stations where small groups rotate and participate in games that are simple, safe, and easy to repeat. The goal is not competition or prizes, but equal participation and shared fun. A successful Fun Fair feels structured, energetic, and inclusive, where every child has the chance to engage, laugh, and feel welcomed.

Length: 1–2 hours

Important Rules:

- No prizes
- No giveaways
- No balloons
- No handing out items
- Every child participates equally

Fun Fair Overview

Date: _____

Location: _____

Total Time: _____

Estimated Number of Children: _____

Age Groups: _____

Total Volunteers Available: _____

Planning Rotations and Supplies

Our Fun Fair is designed to run smoothly with **4–6 stations**. This number keeps the event manageable, organized, and easier for volunteers to lead confidently. Fewer stations allow each activity to be well run, safe, and engaging without overwhelming the team.

Step 1: Decide Group Size and Station Count

Start by asking:

- How many children are attending?
- How many volunteers do we have?
- Can we run 4, 5, or 6+ stations well?

Recommended guideline:

- Divide total number of groups by number of rotations
- 7–10 minutes per station
- 1–2 total rotation cycles depending on time

Keeping the number of groups equal to the number of stations prevents waiting and keeps the flow steady.

Step 2: Selecting Your Fun Fair Stations

When choosing your 4–6 Fun Fair stations, focus on balance, simplicity, and participation. A strong Fun Fair includes a mix of high energy movement stations and calmer, creative stations.

For example, you might pair an Obstacle Course or Tug of War with a Chalk Art Station or Face Painting. You could also include a Dance and Movement Station, Bean Bag Toss or Ring Toss, Relay Races, a Parachute Game, or a Bubble Station.

Avoid choosing activities that require long explanations, complicated rules, or long waiting lines. Every station should allow multiple children to participate at the same time and be easy to reset between rotations.

The following *may* be available to check out from the Youthline International Closet on a first-come first-serve basis:

- Polaroid Camera
- Portable Printer
- Portable Projector
- Mini Projector
- Parachute
- Tug-O-War Rope
- Slack Line

As a committee, ask yourselves:

- Does this activity work for mixed ages?
- Can it be demonstrated instead of explained?
- Does it avoid prizes and giveaways?
- Will children stay engaged for 7–10 minutes?

Choose stations that are simple, inclusive, and joyful. The goal is shared fun, not competition or performance.

Step 3: Create a Clear Rotation Plan

Rotations should feel simple and predictable.

Best practice:

- Rotate in one consistent direction (clockwise works well)
- All groups rotate at the same time
- Use one clear signal

Choose a rotation signal:

- Whistle
- Music
- Verbal countdown

Before beginning, clearly explain:

“When you hear the signal, move to the next station.”

Volunteers should point and guide children so transitions feel calm and organized.

Step 4: Plan Supplies for Larger Groups

With 4–6 stations, each station will likely serve a slightly larger group. That means supplies must be ready and sufficient.

Each station should ask:

- Do we have enough materials for everyone to participate?
- Can multiple children play at the same time?
- Will this create long lines?

If an activity creates waiting, adjust it by:

- Creating multiple lanes
- Splitting into mini teams
- Repeating the game quickly

Every station must:

- Have supplies pre set before starting
- Reset in under 1 minute
- Keep materials in one labeled bag or container

Preparation prevents chaos.

Step 5: Final Rotation Readiness Check

Before the Fun Fair begins, confirm:

- Groups assigned
- Rotation direction decided
- Signal tested
- Supplies at each station

- Backup plan ready
- Volunteers understand timing

A well organized 4–6 station Fun Fair feels:

- Structured
- Calm
- Joyful
- Inclusive
- Easy to manage

Strong planning allows the day to feel fun instead of rushed.

Station Master List

You should have 4-6 stations depending on team size.

Station #	Station Name	Committee Lead	Supplies Confirmed
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____

Reminder:

Each station must:

- Be repeatable
- Be simple
- Be safe
- Work without long explanations

Supply Master Checklist

SECTION 4: SUPPLY MASTER CHECKLIST

Each station lead must list supplies clearly.

Station 1 Name: _____

Supplies needed:

- _____
- _____
- _____
- _____

- _____
- _____

Station 2 Name: _____

Supplies needed:

- _____
- _____
- _____
- _____
- _____
- _____

Station 3 Name: _____

Supplies needed:

- _____
- _____
- _____
- _____
- _____
- _____

Station 4 Name: _____

Supplies needed:

- _____
- _____
- _____
- _____
- _____
- _____

Station 5 Name: _____

Supplies needed:

- _____
- _____
- _____
- _____
- _____
- _____

Station 6 Name: _____

Supplies needed:

- _____
- _____

- _____
- _____
- _____
- _____

Final Supply Check:

- All materials gathered
- Packed in labeled bags
- Backup materials included
- Assigned to volunteers for travel

Volunteer Training Plan

Before Fun Fair, the full team must know:

- How rotation works
- How long each station runs
- Safety reminders
- No prizes rule
- How to demonstrate instead of over explain
- What to do if children crowd

Safety and Cultural Check

Does every station:

- Avoid unsafe physical contact
- Avoid overly competitive elimination games
- Avoid embarrassment
- Work for mixed ages
- Require minimal reading
- Avoid giving out items

Anything to adjust?

Day of Fun Fair Checklist

Before Starting:

- Stations set up
- Rotation grid posted
- Interpreter briefed
- Volunteers at assigned stations
- Supplies placed correctly
- Safety reminder given to team

During:

- Rotation signal consistent
- Volunteers smiling and demonstrating
- No prizes given
- Children moving smoothly
- Safety monitored

After:

- Supplies collected
- Area cleaned
- Thank community
- Short reflection with team