

## **How to Promote Your P.E. Program with a District-wide Physical Education Showcase**

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Objective: To gain support for your P.E. program from your School District and community by showcasing the P.E. skills that students have learned in your P.E. program.

The following handouts may be useful to you as you organize your first P.E. Showcase.

### **PE Showcase Date and All-Task Reminders for Elem. PE Group**

#### **PE Showcase**

Date – April 9, 2010

Location – Westview High School

Start Time – 6:30 pm

Tasks for all PE Teachers involved:

#### **Prepare Students for PE Activity**

15 – 20 students

3 minute performance

#### **Invite Students**

Use parent info letter and permission letter (customize to your school)

You can say that student selection is "lottery style," if parents want to know...this method has worked for Evergreen Schools

#### **Print Invitation and Flyer and Distribute (Color if possible)**

You are responsible for printing the promotional flyers and invitations that you need.

Distribute to Principal, teachers, and families

Put flyers on gym doors and main school doors 2 weeks prior to PE Showcase

#### **Teach the All – District Dance (Cupid from Cheryl W.)**

I'll ask Cheryl to send the steps out to all she also has specific music for the show.

#### **T-shirts for your PE Group of Kids**

Organize your kids in same colored or school t-shirts

#### **Printing PE Showcase Programs**

Please also print 25 PE Showcase Programs in color on white paper at your school.

These will be distributed by the meeters and greeters at the event.

## Parent Information Letter

Dear Parents of the P.E. Showcase for Elementary Schools in Beaverton,

Your child or children have been accepted for the P.E. showcase at Westview High School on April 9, 2010 at 6:15 p.m. The show starts at 6:30, but we must be there at 6:15. Please look for me. I will try to make a sign. Let us all sit in a group together. I have many students so I expect all parents to sit with their child for supervision. You can sit in the row above if you would like to have them sit with a friend, but please sit right above them. I will be busy with helping organize the event.

Please provide your own transportation to Westview High School. Please leave early because the traffic will be heavy during rush hour. I will give your child the equipment that he or she needs in the show to take home with them on April 9. Please have them stop by the gym to get his or her piece of equipment on that day during their recess. They will need to return it to the school on Monday, April 12. All parents can come on the gym floor when we perform to help carry equipment to the floor like cones and carpets for the pogo sticks and stilts. I will show you where to put the cones and carpets when I see you at Westview. We will make circles of cones for unicycles to ride and circles for the stilts to walk around them. Pogo sticks will be on carpets so we don't scratch the basketball court. Also, some parents will help get children up on the unicycles and stilts. I will show parents how to do this at Westview. If you are not helping get children on equipment, please sit on the out of bounds line so the audience can see the children.

Please have students wear comfortable pants where they can move easily or shorts/sweat pants. Please have them wear a white Findley T-shirt, or if they don't have one, please have them wear any white shirt. Encourage your child to be quiet during the performances and be well behaved when we perform. Please have your child help pick up equipment.

All students from all schools will dance for the last act of the show. We will do the Cupid Dance. I will show them how to do this in their P.E. classes. I am very proud of these students who will represent our school. They have shown hard work and effort in building their skills to a mastery level. They are great role models of our school and will definitely help promote the importance of Physical Education in our schools. I look forward to seeing all of you at the show. Please let me know if you can not make the show due to illness or some other good reason.

This is a major event so we invited the superintendent, assistant superintendents, the school board, the budget committee, district office administrators, and principal/vice principals of elementary schools in the Beaverton School District. We also expect newspapers or television stations to be covering the event. I am very happy that your child has a serious commitment to this event. It is always a great experience for students to learn public demonstration skills in front of a large audience. They are using their P.E. skills in an authentic and useful way. Again, I look forward to seeing you all there and your child participating in this educational event.  
Sincerely, Jon Onishi-P.E. Specialist

**Permission Form**

Dear Parent/Guardian;

Your child is invited to participate in the Beaverton School District Elementary Physical Education Showcase. During this special event, students from each elementary school in the Beaverton School District will demonstrate skills and activities learned during P.E. classes. Your child must return this permission slip by Friday, March 19, 2010 to participate in the show.

**Place: Westview High School**

**Date: April 9, 2010**

**Time: Student participant arrival time ---6:15 PM**

**Showcase start time ---6:30 PM**

**Showcase end time ---7:45 PM**

Due By Friday, March 19, 2010.

Student's Name \_\_\_\_\_ Classroom \_\_\_\_\_

Teacher \_\_\_\_\_

Home Phone & Cell

Work/Emergency # \_\_\_\_\_

# \_\_\_\_\_

# \_\_\_\_\_

E-Mail Address \_\_\_\_\_

Insurance Company \_\_\_\_\_

\_\_\_\_\_ I accept full responsibility for the medical cost of any injuries resulting from my child's participation in this event. I release the Beaverton School District and its employees from responsibility and liability for any bills resulting from injuries incurred during this event.

My child has my permission to participate in the Beaverton School District Physical Education Showcase on April 9, 2010. I understand that I will need to provide transportation to and from this event and that I (or another adult) must be in the gym during the event. If an emergency occurs and I cannot be reached, I grant permission for emergency treatment to be given to my child. I also give my permission for my child to be photographed and for such photographs to be used for publicity purposes.

Parent Signature \_\_\_\_\_ Date \_\_\_\_\_

**Activity Sign Up Form For  
Elementary PE Showcase**

**Name:**

**School:**

**Name of Activity (Stated as you would like it printed in the program):**

**Skills/learning involved:**

**Lifeskills involved:**

**Description of Activity (for emcee to use when introducing your group):**

**Will your demonstration require special music?                      If yes, please name the  
song and artist:**

**Do you have any special space/equipment/other needs?**

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**PE Showcase Jobs Sign Up List**

**Meeters and Greeters  
Music DJ**

**Jon O., Cheri O., Mia C.  
Craig Z.**

**Set Up Crew  
Clean Up Crew**

**Rick K., Doug D., Ann G., Sarah J.  
Chris M., Colin A., Leslie H.**

**Promo Flyers/Invitations  
Email Reminders-Invitations**

**Joel M.  
(to District Office and School Board) Mia**

**Personal Paper Invites to  
District Office and School Board**

**Cheryl W.**

**Translating Questionnaire/Info Letter/Flyers to Spanish    Javier  
Questionnaire Group                      \_\_\_\_\_**

**Filmer/create DVD                      \_\_\_\_\_**

**Media Promotion to News TV Stations and Newspapers and District Website Jon  
O. and Mia C.**