Station sheet

One sheet for each game or station, so any facilitator can run it the same way every round.

How to fill it in

1. Write what the station is in one line, and the one way of working it trains.
2. Write how it plays as numbered steps, then what is allowed and what is not.
3. List the space, the power and the crew. Then list every item: do we build it, buy it, rent it or have it?

The station in one line What a passer-by would see

What it builds One way of working

Who plays, and for how long Teams, people, minutes

Space, surface and power What the site must give us

How it plays Four or five steps

#	Step
1	
2	
3	
4	
5	

Rules Keep them few and clear

#	Not allowed	What happens
1		
2		
3		

Crew at this station

#	Role	How many
1		
2		
3		

Kit How we get it: Build · Buy · Rent · We have it

#	Item	Quantity	How we get it
1			
2			
3			
4			
5			
6			

Before you move on

- [ ] A new facilitator could run it from this page alone.
- [ ] It still works in round ten, with tired teams.
- [ ] Nobody can win it alone.

THE RULE

If the rules do not fit on one page, the game is too complicated.

Source: GoldinKollar · how we plan and run our own team days and activations

Station sheet

Worked example

The example is made up, to show a filled template: a delivery company marking its tenth anniversary. Replace it with your own.

The station in one line
What a passer-by would see

Load the van: a team loads forty boxes in the right order while one member may only point.

What it builds
One way of working

Clear handover. The team only wins if instructions pass cleanly.

Who plays, and for how long
Teams, people, minutes

Two teams of eight at the same time. Fifteen minutes of play, five to move.

Space, surface and power
What the site must give us

10 by 15 metres, flat ground, shade. One 16-amp socket for the speaker.

How it plays
Four or five steps

#	Step
1	Both teams stand behind the start line. The boxes are mixed on the ground.
2	The facilitator gives the loading order to one member, who may not speak.
3	The team loads the van. A box in the wrong place comes out again.
4	The first team to close the doors with the right order wins.

Rules
Keep them few and clear

#	Not allowed	What happens
1	The pointing member speaks	The team stops for thirty seconds
2	Throwing a box	The box goes back to the ground

Crew at this station

#	Role	How many
1	Lead facilitator	1
2	Marshal	1

Kit

#	Item	Quantity	How we get it
1	Printed boxes, numbered	80	Build
2	Van	2	We have it
3	Speaker and microphone	1	Rent
4	Start-line tape	2 rolls	Buy