

Discover Camp

Planning a camp checklist

What needs to be done? When do you have to do it? How much notice is needed? Time spent on planning is likely to save you time, pain and money later on. Use this starting point to build your own checklist to suit your particular circumstances.

- Determine the aim of your program, age group, year level, duration of camp, etc.
- Investigate sites that may suit your needs.
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- Visit the site before booking and consider:
 - Accommodation needs, recreation facilities, activities on-site and nearby.
 - Catering.
 - Your responsibilities for duties.
 - Alternative dates.
 - Alternative programs.
 - Minimum numbers.
 - Current charges.
- Discuss program and activity options with the campsite manager.
- Determine most suitable dates.
- Determine deposit and booking requirements.
- Examine calendar, impact on other activities.
- Check cost and availability of transport.
- Prepare budget including overheads, determine cost per head.
- Enthuse Group Leaders.
- Confirm proposal with organisation, etc.
- Book campsite.
- Investigate what skills are available within the organisation or from the campsite. Ensure skills and training are current and appropriate.
- Create enthusiasm for camp with potential participants.
- Prepare material for participants, meet with them to explain aims, program, benefits, costs, safety, etc.
- In conjunction with other leaders and participants plan timetable, program, clothing and equipment list, accommodation arrangements, duties and rules, safety, travel arrangements.
- Prepare pre-camp and post-camp activities.
- Check local services (medical, etc.)
- Ensure first aid training and kit is taken to camp.
- Check special needs of participants discuss with campsite.
- Get medical and approval forms signed by participants.
- Monitor participant responses, follow up as necessary.
- Confirm all arrangements, e.g.:
 - Coach drop off and pick up.
 - Campsite times, program, staffing needs.
 - Staff, etc.
- Prepare paperwork for payment of campsite, coaches, etc.
- Ensure a complete and up-to-date list of participants and leaders (with medical details) is taken to camp.