

Planning Checklist

What pre-planning needs to be done to ensure you have a great camp experience? When do you need to do it? How much notice is required by the venue?

Schools will have their own guidelines / procedures which must be followed, but other groups will find that time spent on planning will save you time, stress and maybe even money later on - use this checklist template as a starting point to help your camp run smoothly and enjoyably.

12 to six months out

- Determine the aim of your camp, age group, year level, duration, etc
- Fix dates and alternatives if any
- Set your budget
- Investigate sites that might meet your needs – use the Australian Camps Association Guide to Camps & Outdoor Activity Providers (available at <http://www.auscamps.asn.au/about/guide-to-camps/>), use the ACA's free online booking enquiry service <https://auscamps.secure.force.com/BookingEnquiry> or contact the ACA directly for advice – see below for contact details
- Determine cost per person to meet your budget
- Visit your chosen site and consider:
 - Accommodation and accessibility needs
 - Activities on and off site
 - Catering – fully catered or self-catered
 - Duty groups
 - Minimum numbers
 - Break out rooms
 - Distance to travel
 - Etc
- Discuss program and activity options with the camp Manager
- Confirm dates and pay deposit and booking requirements
- Check cost and availability of transport if the group is not self-driving
- Confirm venue with your group or organisation

Three months out

- Prepare material for participants – what to bring, medical / diet info needed, etc - the camp will most likely be able to assist with this or provide the necessary forms.
- Plan timetable, room allocations, duty groups, travel arrangements (including directions), camp rules, etc
- Confirm locations of emergency services such as nearest hospital – the camp can provide this information.

Continued...

Australian Camps Association

Corporate One, 84 Hotham Street, Preston, VIC, 3072

W: www.auscamps.asn.au E: camping@auscamps.asn.au P: 03 9863 6822

The national peak body for residential camps and outdoor activity providers

One month out

- Get all medical and dietary forms signed off by participants
- Inform the camp at least 10 working days out from arrival of any issues – particularly food allergies or intolerances
- Confirm all arrangements:
 - Transport meeting places and times
 - Camp program
 - Staffing needs
 - What to bring
 - Create a camp info pack to take to camp with participant emergency contacts, diet / medical summaries, etc.

- Relax and enjoy the camp!

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