

CAMP ORGANISER'S CHECKLIST

<input type="checkbox"/>	<p>ARRANGE TO VISIT ADANAC CYC: If you've never been here before or want to take another look around, book a site tour through our office. This will help with planning your program and allocating guests to rooms.</p>
<input type="checkbox"/>	<p>HEAD TO OUR WEBSITE: Here you will find a range of camp planning resources including Site Maps, Camp Activities, Accommodation lay outs etc. http://adanac.cyc.org.au/activities-general/</p>
<input type="checkbox"/>	<p>PLAN YOUR PROGRAM:</p> <ul style="list-style-type: none"> • Appoint a program team • Identify your aims of camp and allocate times for workshops, worship sessions, recreation and free time activities. Factor in your arrival and departure times (refer to your Hire Agreement) and our set meal times: Breakfast 8am; Lunch 12.30pm; Dinner 6pm. • Write your program.
<input type="checkbox"/>	<p>BUDGET: Work out the final cost for camp based on minimum number requirements (refer to your Hire Agreement), transportation and additional costs such as speakers, Adanac specialised activity instructor fees, decorations and promotional costs.</p>
<input type="checkbox"/>	<p>PROMOTE:</p> <ul style="list-style-type: none"> • Choose a promotions team • Plan invitation strategy • Publish and distribute brochure/flyer/poster • Start a social media page for promotion, updates and reminders • "Like" Adanac's Facebook and Instagram pages
<input type="checkbox"/>	<p>REGISTRATION: Format a registration form and include the following information:</p> <ul style="list-style-type: none"> • Adult (14 years and above) or Child (3-8 years, 9-13 years), • Attending camp full time or part time? If part time: Which night? Which meals? • Special dietary requirements of each camper • Take a deposit.
<input type="checkbox"/>	<p>APPOINT CAMP PERSONNEL:</p> <p>Camp Leader to liaise with our Office regarding all details of camp.</p> <p>Meals Coordinator to liaise with our Catering staff regarding special diets and meal procedures whilst on camp.</p> <p>First Aid Officer with adequate first aid training. Please ensure your group brings a first aid kit to camp.</p>
<input type="checkbox"/>	<p>5 MONTHS PRIOR TO CAMP: Our Bookings Team will send you documents, including the Guest Booklet, to help with camp planning. If you would like this information earlier please contact our office.</p>
<input type="checkbox"/>	<p>3 MONTHS PRIOR TO CAMP: We will touch base with you to see how your camp planning is going. We will offer hints, tips and advice to ensure you are on track and achieve the best result possible for camp.</p>
<input type="checkbox"/>	<p>10 BUSINESS DAYS PRIOR TO CAMP:</p> <p>Please send the following documents to Adanac CYC</p> <ul style="list-style-type: none"> • Group Information Sheet – including final numbers, birthdays etc. • Special diets – submitted via our web link. • Accommodation Register • Camp Program • Menu requests <p>Our office will send these documents to you approximately 1 month prior to camp.</p>
<input type="checkbox"/>	<p>ON ARRIVAL AT ADANAC CYC: Please make your way to the main office or dining room where your host will greet you. Once settled in, you host will conduct a safety and camp procedure briefing with your group (or leaders) and will present the Camp Leader with an information pack, including access and Wi-Fi codes.</p>
<input type="checkbox"/>	<p>END OF CAMP: Please complete the necessary paperwork and return to a staff member on departure. An invoice will be prepared for the balance of payment and forwarded to you within a few days. Final payment is due within 7 days of invoice.</p>
<input type="checkbox"/>	<p>YOUR NEXT CAMP: We hope you have loved camp and have decided to rebook with us. If this is the case, along with your invoice we will forward to you:</p> <ul style="list-style-type: none"> • Facility Hire Agreement and • Conditions of Hire Agreement <p>Both of these documents must be signed and returned (along with any deposit payable) in order to secure your future camp dates. This needs to be completed within 2 weeks.</p>