



# LOGISTICS CHECKLIST

A checklist to guide you to seamless logistics planning of your camp

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## Transportation

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How will the campers get to and from camp?

What pick up points will be used?

How will we notify legal guardians of safe arrival?

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## Accommodation

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Have all your campers completed the camp registration form?

Ask the venue for your room allocation.

Have you allocated each camper to a bed?

Is your on-arrival registration list up-to-date and ready?

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## Meals

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Do any of your campers have special dietary requirements?

Have these been clearly communicated with the catering team?

Have your meal times been given to the catering team?

Have the campers been informed whether or not to bring eating utensils?

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## Camp Programme

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Have you elected your programme director?

Have you shared your programme with the venue?

Do you have all the supplies and equipment to run your activity successfully?

Has your selected theme been worked into your programme?

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## Safety Protocols & Medical Support

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Does the venue have emergency procedures?

Do you have a first aid kit?

Who is your responsible first-aider?

What are the contact numbers of the nearby emergency services?

Do you have the emergency contact details for each camper?

Who will be on life-guarding duty around the swimming pool?

Are any of your campers allergic to anything?

Are any of your campers differently-abled and have special physical needs?