**CAMP CHECKLIST**

**Club & Name of Camp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Dates of Camp: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Managers: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Meeting with AD & GP: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |  |
| --- | --- | --- |
| Y/N | What | Notes |
| PRE EVENT – BEFORE ADVERTISING |
|  | Camp Event Management Plan |  |
|  | Risk Management Plan |  |
|  | Completed all training modules |  |
|  | Itinerary |  |
|  | Code of Conduct |  |
| PRE EVENT |
|  | WWC if applicable |  |
|  | First Aid Certs |  |
|  | I’m alert Food Safety (if cooking) |  |
|  | Booking confirmation of venue |  |
|  | Copy of life saving cert (if applicable) |  |
|  | Evacuation Plan from the venue |  |
|  | Site Plan/Floor Plan of the venue |  |
|  | Staff roster (specifically showing how camp leaders will be rostered to ensure 0 BAC) |  |
|  | Copies of all publications/Advertising/Posters |  |
|  | Application forms/licenses of non UWA guests |  |
| PRE EVENT – WEEK BEFORE |
|  | Register of attendees |  |
|  | Correspondence to attendees |  |
|  |  |  |
| POST EVENT |
|  | Incident report form |  |
|  | First Aid log |  |