



Pre-Camp Planning Checklist

This checklist is designed to assist you with the planning of your visit. It is only a guide.

Early Planning

- Check program and notes from WMOEC.
- Equipment list distributed to all students and adults.
- Medical Synopsis Forms completed and returned to WMOEC
- Parent Consent and Medical Forms distributed and collected for Teachers to keep.
- Medical Form collected for all adults
- Students divided into camp groups for activities and duties.
- Variation to School Routing form completed.
- Risk assessments received from WMOEC and copies stored at visiting School.
- Return menu selection for catering purposes.

2 Week before camp

- Advise WMOEC of final numbers including all adults.
- Confirm bus bookings.
- Contact WMOEC with any last minute enquiries or changes.

Bring to Camp

- First Aid Kits
- Medical Forms, Medical Synopsis, and a copy of Camp Itinerary.
- Sports equipment and Activities for free time
- Eskies and Drink Coolers if needed for day trips (2 large eskies and four 15L drink containers available at WMOEC) **(you will need eskys if you are having catering organised by WMOEC on the travel home day)**