

Adult Camp Business Guide

# Departure and follow-up sheet

Add your details and work through this sheet with your team.

|                  |             |       |
|------------------|-------------|-------|
| Camp / programme | Prepared by | Date  |
| <hr/>            | <hr/>       | <hr/> |

Check project delivery, learning notes, keys, belongings, borrowed equipment, agreed charges, transport, feedback route, and optional community signup. Assign an owner and date to any file, refund, or item still owed. Do not add guests to public groups without permission.

## Your notes and decisions

### Our plan

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### Next steps

Who will do what, and by when?

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