

Adventure & Outdoor Camp Business Guide

Transport manifest

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

Camp / programme	Prepared by	Date

Record each passenger, direction, boarding, arrival, return, authorized change, and final release. Name the driver, camp supervision lead, provider contact, vehicle check process, and breakdown plan. Keep driving and supervision responsibilities distinct.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
