

Adventure & Outdoor Camp Business Guide

Trip closeout

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

Camp / programme	Prepared by	Date

Confirm all people returned or were safely handed over, base contact closed the trip, gear returned and serviced, care information passed on, incidents recorded, customer updates sent, and actual costs captured. A trip is not closed merely because the vehicle reached the car park.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
