

Family Camp Business Guide

Checkout sheet

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

Camp / programme	Prepared by	Date

Confirm all guests, childcare releases, room keys, borrowed equipment, belongings, medication returns where applicable, charges, travel, and outstanding refunds or deliveries. Record the responsible worker and any remaining task with a due date.

Your notes and decisions

Our plan

Next steps

Who will do what, and by when?
