

Overnight Camp Business Guide

Bed and room map

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

Camp / programme

Prepared by

Date

Building and room	Approved occupancy	Participant beds	Staff beds	Reserved space	Access or care notes
Room	Limit	N	N	N	Restricted details

Attach the controlled occupant list. Record every room change with time, approving person, and updated evacuation roster.