

Overnight Camp Business Guide

Day-to-night handover

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

Camp / programme	Prepared by	Date

Date and time

Details

Outgoing and incoming leads

Names

Current sleeping roster confirmed

Version

People away or in separate care

Secure details

Actions needed overnight

Approved instructions

Site faults or restrictions

Facts

Communication check

Result

Backup available

Name and contact

Receipt confirmed

Record
