

The Sports and Coaching Camp Business Guide

# Booking confirmation and pre-camp message

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

Camp / programme

Prepared by

Date

## Booking confirmation

Subject: Your [camp name] booking for [dates]

Hello [name],

Your booking is confirmed for [participant] in [offering] at [venue]. The dates are [dates], and the daily hours are [hours].

The total is [amount with required tax details]. We have received [amount]. The remaining balance is [amount], due [date or schedule].

Please complete [required next steps] by [date] through [secure route]. Your booking terms are [link or attachment].

For support or access questions, contact [private route]. We will send arrival details on [date].

Thank you,

[Camp team]

## Pre-camp message

Subject: Your guide to the first day of [camp name]

Hello [name],

We look forward to welcoming [participant] on [date]. Use [exact entrance]. Arrival is [window]. Pickup is [window] through [brief verified process].

Bring [items]. Food and equipment are [clear details]. Read the weather plan at [route].

Please update any relevant health, support, or pickup information through [secure route]. To report an absence or reach us during camp, use [contact].

See you soon,

[Camp team]