

Summer & Day Camp Business Guide

Weather-change message

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

Camp / programme

Prepared by

Date

We are changing [activity] on [date] because [brief factual reason]. Camp will [run indoors / open later / close] at [location and time]. Please [required action]. Our next update will be sent through [channel] at [time]. The fee/refund arrangement for this change is [approved terms]. For urgent help, call [number].