

# Leader's Checklist



This step-by-step checklist is designed to help you to provide us with the information we need to ensure your stay is enjoyable and hassle free.

## NOW

- If you have not done so already please obtain from your group members the following important information:
  - Allergies (contact details if life threatening)
  - Dietary information
  - Medical conditions
  - Parental consent for those under 18 years of age

**Note:** The closing date for all registrations should be at least **2 weeks prior** to your arrival. We require your Final Numbers Form and Catering Details Form to be returned **no later than 2 weeks** prior to your date of arrival.

- Prepare a draft program.  
Please note that noise is to be kept to a minimum after 10.00pm and before 7.00am. Unless prior arrangements have been made cabins need to be vacated after breakfast on the day of departure

## 4 WEEKS PRIOR

- Organise a responsible person who has a current first aid certificate to be your group's First Aid Officer.
- In consultation with your First Aid Officer organise a first aid kit to bring with you.
- Liaise with Venue Staff regarding your requirements for the following:
  - Meeting and any breakout spaces
  - Conference equipment
  - Sports equipment and planned activities
  - Number of deluxe rooms for leaders

## 2 WEEKS PRIOR

- Return your completed Final Numbers & Catering Details Forms and if possible a copy of your program.

**Note:** After we have received your completed forms we will allocate rooms and send you an accommodation register.

- Advise group members to bring the following (if not hiring linen):  
**Sleeping Bag & 1 Sheet & 1 Pillowcase**  
**OR**  
**Blankets or Doona & 2 Sheets & 1 Pillowcase**

## 1 WEEK PRIOR

- Fill out the accommodation register (including leaders/teachers names) and either fax or email it back prior to arrival.

If you have any further questions please do not hesitate in contacting one of our staff who are only too willing to help.