

# 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 10pm and before 7am. 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.