

CHURCH CAMP CHECKLIST

1 YEAR BEFORE CAMP

- Select the camp location and sign a contract. Be aware of financial penalties and minimum charges should you have to cancel.
- Place the camp dates on the church calendar.

9 MONTHS BEFORE CAMP

- Carefully think through the ultimate goal or purpose of your camp.
- Make sure you have a clear vision of what success looks like in writing.
- Design your camp theme creatively. Brainstorm and then delegate this to an appropriate person or team.
- Consider any promotional materials, including the registration brochure. Delegate this.
- Consider all the costs and work out a camp budget. Delegate this.
- Some churches work on "User pays". Some churches use a "Voluntary donation" system. Some churches offer financial support for low income families.
- Consider fund raising activities

3 MONTHS BEFORE CAMP

- Start promoting the camp to the church. Get brochures out. Mention it often in the newsletter. Encourage families to save for camp fees.
- Start to detail out the camp program activities and write down a detailed camp schedule. This can be brainstormed and delegated.
- Consider arrangements for children's programmes. Arrange outside help if this is needed.
- Touch base with the camp speaker and worship band to communicate the goals and theme as well confirm what their needs will be.
- Touch base with the camp to make sure all plans are confirmed. Book instructed camp activities.

1 MONTH BEFORE CAMP

- Get aggressive on gathering commitments, registrations, and payment for camp.
- Use the weekly newsletter and or emails to increase the "buzz" about camp. Encourage prayer for God's spirit to move at camp.
- Finalise the programme, including some contingencies for rain. Forward this to camp staff.

1 WEEK BEFORE CAMP

- Finalise details with camp staff. e.g. final numbers, special diets
- Gather up all the materials, prizes, games, musical instruments, sound gear etc

1 WEEK AFTER CAMP

- Have testimonies during a church service or hold an after camp service to consolidate the progress that has been made.
- Thank the Lord for His blessings.