

Camp Organizers' Check-List

This timeline outlines typical tasks and their suggested timing when preparing a nature restoration camp. Some camps can be organized more quickly, but following this schedule ensures you're well ahead of time.

6–5 months before

- ☐ Contact key partners
- ☐ Decide and communicate camp dates (might be affected by regulation regarding bird breeding season etc.)
- ☐ Set and monitor budget
- ☐ Coordinate organizational resources (HR)

4–3 months before

- ☐ Plan communications and marketing (channels, messages)
- ☐ Plan for accessibility and inclusivity
- ☐ Draft camp program
- ☐ Start recruiting camp staff
- ☐ Begin outreach to participants

2 months before

- ☐ Finalize camp program
- ☐ Continue communications
- ☐ Coordinate registrations
- ☐ Contact all partners (e.g. logistics, accommodation)
- ☐ Plan meals and shopping
- ☐ Prepare safety measures and conduct risk assessment
- ☐ Inform authorities, if required (e.g. police, fire, health)

1 month before

- ☐ Inform participants (esp. newcomers may need more guidance)
- ☐ Coordinate participant travel (domestic & international)
- ☐ Finalize goods and supplies list
- ☐ Create communication channels (e.g. WhatsApp group)
- ☐ Provide info for experts (e.g. cooks, photographers)
- ☐ Plan icebreaker activities and possible free-time activities
- Final safety checks and finalize safety plan

After the camp

- ☐ Collect and analyze feedback
- ☐ Continue engaging in future activities

