

# 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

