



Location:
Dates:

CAMPING PLANNING

Checklist/Timeline		
Timeframe	Activity	Responsible Party
4 Weeks	Determine & book location	
	Determine planning committee	
3 Weeks	Plan Food	
	Plan Activities	
	Prepare Schedule	
	Prepare Flier	
	Prepare sign-up genius	
2 Weeks	Distribute sign up & flier	
	Set up FB event	
	Inventory pack gear/supplies	
	Pack necessary Pack 27 gear	
	Prepare volunteer checklist	
1 Weeks	Send remind (sign up & flier)	
	Buy/restock pack gear	
	Buy food	
	Buy activity supplies	
	Confirm leave times	
	Confirm health forms	
Day Of	Load gear	



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Food & Activity Planning

Activities

Activities	Time Needed	Shopping List

Food

Day/M meal Time	Meal	Shopping List
Friday Dinner/Cracker Barrel		
Saturday Breakfast		
Saturday Lunch		
Saturday Dinner		
Saturday Snack		
Sunday Breakfast		
Sunday Lunch/Snack		



CAMPING PLANNING

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Dates:

Schedule Planning	
Friday	
4p	
5p	
6p	
7p	
8p	
9p	
10p	
Saturday	
7a	
8a	Breakfast
9a	
10a	
11a	
12a	Lunch
1p	
2p	
3p	
4p	
5p	
6p	Dinner
7p	
8p	
9p	
10p	
Sunday	
7a	
8a	Breakfast
9a	
10a	
11a	
12a	Lunch/Snack



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Gear Checklist

Yes	No	Cooking Gear	Yes	No	Storage Gear	Yes	No	Other Gear
☐	☐	3 burner stove	☐	☐	Large Ice Chest	☐	☐	Propane Cylinder (3)
☐	☐	2 burner stove	☐	☐	Small Ice Chest	☐	☐	Lantern (3)
☐	☐	Griddle	☐	☐	Water cooler	☐	☐	Propane Tree (3)
☐	☐	Grill box	☐	☐	Water cooler	☐	☐	Mantels (Qty: _____)
☐	☐	12" dutch oven (2)	☐	☐	Trash Bin	☐	☐	Stakes
☐	☐	12" cast iron skillet (2)	☐	☐	Recycle Bin	☐	☐	Mallet
☐	☐	Stock Pot (large)				☐	☐	Matches
☐	☐	Stock Pot (medium)	Yes	No	Cleaning	☐	☐	Lighter
☐	☐	Stock Pot (small)	☐	☐	Steramine	☐	☐	Firestarter
☐	☐	Hot Pot	☐	☐	Dish scrub brushes	☐	☐	Firewood
☐	☐	Kettle (2)	☐	☐	Scrubbing pads	☐	☐	Marshmallow Sticks (6)
☐	☐	Large Cutting Board	☐	☐	Dish soap	☐	☐	Frisbees
☐	☐	Small Cutting Board	☐	☐	Bus tubs (3)	☐	☐	Canopies (4)
☐	☐	Paring Knife	☐	☐	Dish towels	☐	☐	8 foot table (2)
☐	☐	Chef Knife	☐	☐	Dish rags	☐	☐	6 foot table (2)
☐	☐	Utility Knife	☐	☐	Clorox wipes	☐	☐	4 foot table (1)
☐	☐	Grill fork	☐	☐	Hand wipes	☐	☐	Camp Kitchen
☐	☐	Grill Spatula	☐	☐	Paper Towels	☐	☐	Hand warmers (Qty: _____)
☐	☐	Grill tongs	☐	☐	Aluminum foil	☐	☐	
☐	☐	Colander	☐	☐	Saran wrap	☐	☐	
☐	☐	Mixing Bowls (L,M,Sm)	☐	☐	Parchment paper	☐	☐	
☐	☐	Measuring Cups	☐	☐	Gallon bags	☐	☐	
☐	☐	Measuring Spoons	☐	☐	Quart bags	☐	☐	
☐	☐	Spatula (solid)	☐	☐	Snack bags	☐	☐	
☐	☐	Spatula (slotted)	☐	☐	Hand sanitizer	☐	☐	
☐	☐	Spoon (solid)	☐	☐	Trash bags			
☐	☐	Spoon (slotted)	☐	☐	Toilet Paper			
☐	☐	Stirring spoons						
☐	☐	Ladle	Yes	No	Disposable Goods	Yes	No	General Food
☐	☐	Whisk	☐	☐	Plates (Qty: _____)	☐	☐	Cooking oil/spray
☐	☐	Tongs	☐	☐	Bowls (Qty: _____)	☐	☐	Salt
☐	☐	Pasta Spoon	☐	☐	Food Trays (Qty: _____)	☐	☐	Pepper
☐	☐	Can Opener	☐	☐	Cold cups (Qty: _____)	☐	☐	All purpose seasoning
☐	☐	Pizza Cutter	☐	☐	Hot cups (Qty: _____)	☐	☐	Hot chocolate
☐	☐	Cheese grater	☐	☐	Spoons (Qty: _____)	☐	☐	Coffee
☐	☐	Veggie peeler	☐	☐	Forks (Qty: _____)	☐	☐	Cream
☐	☐	Kitchen scissors	☐	☐	Knives (Qty: _____)	☐	☐	Sugar
☐	☐	Pot holders	☐	☐	napkins (Qty: _____)	☐	☐	Lemonade
☐	☐	Oven mits	☐	☐	Dutch Oven Liners (Qty: _____)			