**Timeline/ Agenda**

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| **Months before camp** | **Example months (for example camp in July)** | **Deadlines / Sessions** |
| 7 Mte in advance | January | Deadlines* Publicity/ Advertising:
	+ Design, print, distribute flyers
	+ Planning, "planing" advertising events
	+ Announcement on Homepage, Facebook, Instagram
* find a place
* Contact with
	+ forest owners
	+ forester
	+ Owner rights of way, access roads
	+ Possible cantonal authorities
* obtain permits
* Order wood
 |
| 6 months in advance | February | Deadlines:* Team complete

**1st meeting team*** Get to know team members
* Possible review of previous camps (feedback/evaluation of previous year's camp)
* Dates, Attendances Management team, Clarify liabilities
* expectations
* Goals, focus
* Distribution of roles and responsibilities (offices, main lines, day lines,...)
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| Up to 5 mts in advance | March | Deadlines:* budget planning
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| 5-4 months in advance | March / April | Deadlines:**team training weekend**To define, depending on the composition team* Education and training
* team building

**2nd meeting team** * Joint inspection of the camp site
* Rough planning, distributing blocks
* storage rules
* Advertising (FB, Instagram,...)
* T-Shirt (design, print, color,.. define)
* Prepare info letter TN (info letter, emergency sheet, packing list, visit day,...)
* Flyer/Infobrief Design visit day, possibly have printed (?)
 |
| Up to 3 months in advance | May | Deadlines for organizing:* Delivery of fine programs to LL
* Transport vehicle (material)
* Storage vehicle (kitchen+emergency car)
* Contact with regional newspaper
* Postal matters (postal warehouse, address)

**3rd meeting team*** Discuss detailed programs
* Planning/ Organization Material
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| Up to 1 Mte in advance | June | Deadlines: * Registration deadline TN
* Shipping info letter to TN
* Order T-Shirts
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| Up to one week before camp start | June/July | Deadlines:- Print program dossiers- Fill up/ rent pharmacy- Organizing and providing material |
| pre-camp  | (at least two days in advance) | Start for leaders * Pack material
* Material transport to storage bin
* Introduction/repetition of safety elements
* Construction of first infrastructure
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| Start Camp | July | Arrival TN |
| End of campEnd of camp | August | End for participantsEnd for Leaders |
| 4-8 weeks after camp  | September | Dismantling Weekend* Dismantling of the tree house
* Storage/Maintenance Material
* Return/Disposal Wood (?)
* evaluation
* thank-you dinner
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| Up to 3 mt after camp |  | post-processing* Sort photos, provide selection of 20 good photos,
* Archiving photos / documents
* Follow-up meeting with TN
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| November |  | project closure* Submission of final invoice
* Possible submission of documents (BSV, J&S,..)
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