**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,...) |
| Up to 5 mts in advance | March | Deadlines:   * budget planning |
| 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 |
| Up to 1 Mte in advance | June | Deadlines:   * Registration deadline TN * Shipping info letter to TN * Order T-Shirts |
| 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 |
| Start Camp | July | Arrival TN |
| End of camp  End of camp | August | End for participants  End 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 |
| Up to 3 mt after camp |  | post-processing   * Sort photos, provide selection of 20 good photos, * Archiving photos / documents * Follow-up meeting with TN |
| November |  | project closure   * Submission of final invoice * Possible submission of documents (BSV, J&S,..) |