

# EVENT CONFIRMATION CHECKLIST



Confirmation packets can help to communicate needed information about the event, and minimize event time that must be spent on logistics, leaving more time for fun. Here are some things you might consider including:

\_\_\_\_\_ **1. Welcome Letter** with directions to location—Thank you for your registration to attend SU Camporee on April 12—14 at Camp Bothin located at 3125 Sir Francis Drake Blvd., Fairfax.

There will be singing around the campfire at 7:30pm on Friday

\_\_\_\_\_ **2. Event Schedule**

Saturday Morning events will be from 9:00am—12:00 noon

Saturday Lunch 12:00 noon—1:00pm

Saturday Afternoon event will begin at 1:15pm—4:15pm

Saturday Dinner on your own

Sunday Scouts Own at 10:00am

\_\_\_\_\_ **3. Check in and Check out times and locations**—You may arrive anytime after 4:00pm Friday. Please check in at the camp dining hall.

\_\_\_\_\_ **4. List of equipment to bring and what NOT to bring**

Please bring your own personal camping equipment. Come prepared for a variety of weather conditions. You will need to dress in layers and wear closed toed shoes.

Electronic devices are not allowed at camp.

\_\_\_\_\_ **5. Info about food and snacks**

Saturday lunch will be provided. All other meals you will need to provide.

\_\_\_\_\_ **6. Emergency plans and contact number at site**

There is a phone available on site for emergency use only. The number is 555-1234.

\_\_\_\_\_ **7. Who to call with questions**—We look forward to having you attend the SU Camporee. If you have any questions please contact me at 555-5678 or me@yahoo.com .

\_\_\_\_\_ **8. List of attachments**