

## THINGS TO REMEMBER TO PUT ON BROCHURES

- Where you are going.
- When you are going.
- Some of the planned activities.
- Something about your speaker or other people involved in camp.
- Cost of the weekend.
- Who can people contact with questions.
- A map of how to get there - we have one on the website you can use.
- Ask for special dietary needs.
- Also ask for any special accommodation requirements (some people may like to share as a family, others are happy to go anywhere).
- Remember to offer day rates to allow more people to experience camp if they can't make it the whole weekend.



## WHAT HAVE YOU BOOKED?

Dates: \_\_\_\_\_

Accommodation:

Area 1

Area 2

Park Cabins

Catering:

Activities:

Pool Heating:

Children's Programme:

*Remember each item ticked incurs an extra cost. Please factor this into how much you charge people.*



### **Fitzroy Falls Conference Centre**

Postal Address: PO Box 60  
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## PLANNING YOUR WEEKEND AWAY

At  
*Fitzroy Falls Conference Centre*



Tel: (02) 4886 4325

## PLANNING YOUR WEEKEND AWAY

Now you have booked us for your camp you can focus on planning the other details for your weekend. Everything you have booked is listed on the back of this leaflet.

### 6 months or more before camp

- Decide what the main focus of your camp will be. What will you need and will you need to get a commitment from a speaker?
- Design your camp theme, if you feel one is needed.
- Consider any promotional materials.
- Consider all costs involved (including accommodation, speakers, food, etc.) and then set out a budget. Maybe consider factoring in an “early bird” rate to encourage people to sign up early.
- Remember that you have to pay a minimum for the campsite. Work out how many people you need to come on camp to cover that cost.
- Fund raise if necessary.



### 3 months before camp

- Start promoting the camp.
- Get brochures with application forms out.
- Reconfirm your booking details with us so we know you are still keen to come.
- Start planning your programme in detail. Remember to include activities if you have booked them.
- Contact camp speaker and anyone else who may be doing something at camp to see what their needs for camp will be.



### 1 month before camp

- Get aggressive on gathering commitments.
- Start to create an excitement about camp using emails, newsletters and ads at your regular gatherings.
- Finalise the programme - include some plans for wet weather.
- Decide on your first aid officer for camp and make sure you have an up to date first aid kit ready.

### 2 weeks before camp

- Finalise numbers with us.
- Let us know of any special dietary requirements and any equipment we may be able to provide you with.
- Contact our activities coordinator if you are having programmed activities to let her know times.
- If your speaker needs notes printed then make sure they are ready to go.

### 1 week before camp

- Start gathering the equipment you will need to bring to camp.
- Organise rosters for cleaning up the dining room after meals and people to serve during meals.
- Organise who will be sleeping where. To help: Area 1 has 6 rooms with 13 beds in each, 2 rooms with 3 beds and 1 room with 6 beds. Area 2 has 8 rooms with 8 beds, 2 rooms with a double bed and 2 singles, 1 room with a double bed and 4 singles and a room with 2 single beds. Our 8 park cabins have a double bed and 4 bunks in each cabin.



### 1 week after camp

- Evaluate how camp went.
- How can you improve it for next time?
- Consider rebooking for next year or even two years from now.

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