

THINGS TO REMEMBER TO PUT ON BROCHURES

- Where you are going.
- When you are going.
- Some of the planned activities.
- Something about your speaker.
- Cost of the weekend.
- Who can people contact with questions.
- A map of how to get there.
- 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

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PLANNING YOUR CHURCH WEEKEND AWAY

At
Fitzroy Falls Conference Centre



Tel: (02) 4886 4325

PLANNING YOUR WEEKEND AWAY

Now you have booked us for your church 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

- Select and get a commitment from a speaker.
- Consider whether or not you need someone to run a children's/youth programme and then book, if needed.
- Design your camp theme.
- 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.
- Fund raise if necessary.



3 months before camp

- Start promoting the camp at church .
- 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 your worship team 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, bulletins and ads in church.
- 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.
- Thank God for the blessings experienced.
- Consider rebooking for next year or even two years from now.

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