



HELPFUL CHECK LISTS

Rental Group will:

- Choose a menu two (2) weeks prior to the event.
- Provide Camp Swamp a schedule of activities and meal times two (2) weeks prior to event.
- Inform Camp Swamp of the number of participants including volunteers, staff, and auxiliary personnel seven (7) days before the event start date.
- Communicate to Camp Swamp day and time radios are needed so that they are charged and ready.
- Pre-arrange deliveries with Camp Swamp. Any special deliveries which you order must be received by you and not Camp Swamp's contact person. To facilitate deliveries, pre-arrange with your Swamp contact.
- Provide medical staff and all camper supervision.
- Have everyone sign a waiver which can be downloaded from our website (www.campswamp.com/rentals)
- Provide copy of indemnity insurance policy as stated above.
- Have someone do initial walk-through prior to arrival of all the participants
- Communicate initial setup of Hart Dining Hall.
- Assign someone in charge of clean-up to leave the camp in same condition as arrival and complete final walk-through at the end of the event.
- Inform all participants to park in the designated parking lot across the foot-bridge from the Dining Hall, not the one behind the Dining Hall (that's for deliveries only) and to stay on gravel roads.
- Inform participants of what to bring. Below are some camp-related items worth mentioning.
 - Clothing & Footwear appropriate to weather and activities
 - Bed Coverings: Sleeping bag, Blankets, Sheets & Pillow (twin size unless staying in certain beds in staff cabins)
 - Towels/Washcloths & Toiletries
 - Flashlight
 - Fishing equipment, if you choose to fish
 - Insect repellent containing DEET and sunscreen
- Complete Final Departure Cleaning:
 - All Cabins (camper, staff, and medical)
 - Swept and cleared of trash
 - For camper cabins, place trash on patio of bath house.
 - Bath House:
 - Swept and cleared of trash
 - Dining Hall:
 - Chairs on racks,
 - Tables folded and placed against walls
 - Floor swept
 - Grounds:
 - Free of disposable trash
 - Toys & sports equipment returned to proper bins
- HAVE A GREAT TIME!