



## THE SUMMIT CHECKLIST

### PARTICIPANTS MUST RECEIVE:

- Medical & Consent Forms (Provided by The Summit)
- What to Bring List (Participants can download from website)

### GROUP LEADER MUST:

- Collect Medical & Consent Forms from **ALL** Participants
- Organise Cabin/Tent Allocations
- Organise Activity Groups (15 participants)
- Organise Duty Groups (can be same as activity groups)

### GROUP LEADER MUST PROVIDE THE SUMMIT WITH:

- Confirmation of Numbers
- Confirmation of arrival times & scheduling
- List of Food Allergies and Dietary Requirements
- Notify us of any unique situations or extra information that could be essential to organisation or running of the Summit Program.

\* MUST NOTIFY US OF THIS INFORMATION ATLEAST 2 WEEKS PRIOR TO COMMENCEMENT OF PROGRAM

### IMPORTANT YOU UNDERSTAND

- EVERYONE** knows how to get to the Summit (map available below)
- Rules and Responsibilities for the Group
- Leaders Roles: Assisting your program
- Have a vehicle on site at all times

### DOWNLOAD THE FOLLOWING FORMS IF REQUIRED

All forms available at [www.thesummit.net.au/formsSchools.php](http://www.thesummit.net.au/formsSchools.php)

- Emergency management plan
- Risk Assessment
- Rules and Responsibilities
- Pictures of the Activities
- Activity information document
- What to Bring
- Floor plans for cabins
- Floor plans for tent village
- Certificate of Insurance
- Frequently asked questions
- Medical and Consent forms
- Cabin and Tent sleeping allocations