



# Checklist for Organising a Trip

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## **Before the Trip**

### **Research the Route**

- Review guidebooks and maps
- Talk to other who have done the route
- Determine the technical level and any special problems on route
- Estimate the level of skill and fitness level required
- Determine whether wilderness permits or reservations are required
- Determine optimum party size

### **Determine Equipment Needs**

- Personal equipment: Clothing, Boots, Food, Camping equipment etc
- Group equipment: Tents, Stoves, Ropes etc

### **Make arrangements for sharing tents, cooking equipment and other group equipment**

### **Research getting there**

- Driving route: Check to be sure roads are open, toll fees, type of vehicle needed
- Hiking route: Check trail conditions

### **Develop a Trip Itinerary**

- Estimate: Distance of driving; Distance of hiking; Duration of driving; Duration of hiking
- Check weather forecast and available conditions
- Leave itinerary with responsible person

## **On The Way**

- Make a final check of weather forecast
- Register with park authorities is required

## **At the Trailhead**

### **Check equipment and discuss plan**

- Personal Equipment: Make sure everyone has enough food; clothing and essential equipment. Inadequate equipped people must not go.
- Shared Equipment: Make an inventory of tents, stoves and other shared equipment
- Redistribute group equipment if necessary to equalise load
- Discuss the plan: route, campsites, time schedule, expected hazards, who is in charge, toilet procedures, trip 'rules' etc.

## **On the Trip**

- Keep the party together (Communication distance)
- Agree to regroup at specific times or places – like path junctions
- Establish a "What If" plan and turnaround time. Continually evaluate and adjust that time based on actual condition encountered
- Assign a "Trail Sweep"

## **On the Way Out**

- Regroup periodically
- Be sure that NO ONE leaves the trailhead until all are back at the cars and all cars have been started.