



TRIP LEADER CHECKLIST

1. Pre-trip

- Book date with Rob Hester (gear@accmanitoba.ca) or Kasia Dyszy (memberservices@accmanitoba.ca)
- Confirm that event is on ACC MB / Eventbrite website and details are correct, including:
 - Location
 - Level of difficulty
 - Dates (one-day event, or possibility to extend?)
 - Meeting time and place
 - Will facilitate car pooling
 - Maximum spaces?
 - Kid / pet friendly?
- Check the posting and look for registrations
 - Build email list
 - Contact registrants to confirm their and your expectations and experience level
 - Instruct to read the waiver ahead of time
 - Personal goals
 - Car pooling ability / requirements
 - Medical issue (allergy, anaphylaxis, EpiPen, etc.)
- Closer to the date
 - Create a contact list and share
 - Confirm participation
 - Arrange car pooling
- Day before the event
 - Send final email confirming details, who is meeting the next morning, who is coming later or already there
 - May be appropriate to describe vehicle of group leader

2. Event Day

- Arrive early at the meeting place
- Have waivers ready for signing
- Confirm everyone is there before departing and that every car knows the route
- Convoy to destination
- Bring extra water, electrolytes and maybe a little food just in case, sunscreen and bug spray, etc. – anticipate group potential needs

3. Post-trip

- Clean and dry any equipment used
- Charge phone (if used)
- Notify Rob Hester (gear@accmanitoba.ca) of any equipment deficiencies
- Note any 1st aid equipment used
- Submit trip report (including photos to post on the ACC-Manitoba site and Facebook page)
- Email all participants, thanking them for a great time