

## Steps to Organising Your Camp - Checklist

- Step 1:** **Enquire** by phone, email or on our website to check availability and options.
- Step 2:** **Confirm your booking.** Once City CYC has confirmed your booking, return your signed Hire Agreement Form and Conditions for Hire Form along with your deposit by the due date.
- Step 3:** **Confirm your camp details and program choice/s.** Return completed Program Form by the due date.
- Step 4:** **Start planning your program.** Use City CYC's useful web-based program planning resources to help plan your program. City CYC are only a phone call away if you need any assistance.
- Step 5:** **Book your activities.** Make sure you get in early booking your activities with the venues. Due to popularity, availability could be limited.
- Step 6:** **Confirm your dietary requirements, room allocation and program.** Return completed forms no later than 2 weeks before your camp. (City CYC will send these forms to you 1 month before your camp). Please also send a copy of your final camp program.
- Step 7:** **Camp.** Arrive and enjoy everything City CYC and Melbourne City have to offer.
- Step 8:** **Payment.** On completion of your camp, City CYC will send you an invoice for your camp. Payment by the due date would be appreciated.
- Step 9:** **Your next camp!** Start thinking about booking your next camp to secure your ideal dates. Contact City CYC at your convenience.

### City CYC

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