



Organizer Checklist

Disclaimer - this checklist is to assist WCA outing organizers; all outing participants are responsible for trip planning and safety.

Date (last update):

Organizer:

Trip & Dates:

In progress/ pending	Complete/ confirmed
---------------------------------	--------------------------------

Trip Participants		
Participant skill level appropriate to trip		
Group contact information collected		

Waivers / Declarations		
WCA waiver completed by all (preferred to sign up on line)		
Participant guideline agreed by all		



Trip Planning & Organization		
Role assignments agreed		
Emergency information table completed		
Travel arrangement table finalized		
Trip menu and assignments completed		
Cooking equipment organized		
Stove and fuel arranged if needed		
Boats / tent teams		
Shuttle Service		

Critical Equipment		
Paddling equipment table completed		
Group gear table completed		
First aid kit table completed		
Equipment repair table completed		
Emergency communication arrangements		
Evacuation options identified		

Post-trip Follow-up		
Trip incident(s) documented, if any		
Trip log finalized		
Nastawgan article arranged		

Document Created: Nov 25, 2021
 Revised ;May 3, 2023