



A.2 LEADERS' CHECK LIST AND PLANNING SCHEDULE

Peter Drake – Revised 2009

N.B. More detailed information on many of these topics is given in later sections of this webguide.

PHASE ONE (12 to 18 months ahead)

- Agree place, duties, projects and scope of expedition venture.
- Seek permission from countries to be visited.
- Make preliminary contact.
- Produce an outline budget.
- Produce information sheet on the area.
- Establish membership.
- Draw up preliminary food list.
- Open expedition account.
- Apply for sponsorship and or support.
- Start fundraising.

PHASE TWO (10 to 12 months ahead)

- Pay deposits.
- All members should pass any medical examinations required.
- Hold first expedition meeting.
- Finalise details of projects.
- Finalise dates of expedition.
- Agree dates of any training sessions.
- Meeting of expedition members.

PHASE THREE (8 to 10 months ahead)

- Continue collecting information on expedition area.
- Finalise equipment list.
- Draw up personal equipment list.
- Make up specialist teams of expedition members.
- Arrange insurance (medical, personal, third party indemnity etc.).
- Appoint home contact.
- Draw up outline menu and food requirements.
- Book any ferry crossings, air flights, rail tickets, camp sites or hotels.

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PHASE FOUR (4 months ahead)

- Start any vaccination programme required.
- Finalise food and menus.
- Start to receive stores and equipment.
- Finalise expedition programme.
- Meeting of members.

PHASE FIVE (1 month ahead)

- Obtain any visas required.
- Obtain any tickets required.
- Pack all non-perishable food.
- Receive, check and pack all equipment.
- Check and make ready any vehicles you will be using.
- Send any freight ahead.
- Order money and travellers cheques from bank.

PHASE SIX (1 week ahead)

- Complete all vaccination requirements.
- Check all equipment and food lists.
- Check all passports and other travel documentation.
- Go through the complete plan with home contact.
- Collect money and travellers cheques.

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