

# ROOTD RESIDENTIAL TRIP CHECKLIST

We hope you find this checklist helpful as you prepare for your upcoming Rootd residential adventure.

If you have any questions or you require any further information to help you plan and promote your trip, please don't hesitate to contact us.

12 weeks  
before

- Make sure you have completed your group information form so we have your **final group numbers** and can send your dietary & medical form
- Chase parents for any outstanding payments
- Ensure **payment of your balance invoice**

6 weeks  
before

- Check that your **dietary and medical information** form has been completed and returned to us

4 weeks  
before

- Review your activity programme and contact us if you have any questions
- Use the **tent/pod configuration** provided to put together a rooming list
- Organise your **activity groups** according to the numbers given in your final information
- Double-check your coach booking and timings

1 week  
before

- Print off a copy of the **centre location map** to give to your coach driver on the day. Please let them know that SatNav will take you down a route unsuitable for large vehicles
- Make sure every teacher coming on the trip has a copy of our **Teacher Guide** and your activity programme to help them prepare for the trip
- Remind pupils, parents and teachers of the **essential kit list**
- If you have any pupils celebrating a **birthday** while on the trip, you may want to liaise with their parent/carer and bring a cake or treats to have on the day

**Don't Forget To Pack!**  
Spare Water Bottles  
Spare Sleeping Bags  
Spare Waterproofs  
First Aid Kit  
Marshmallows for Dietary Requirements  
(e.g., Vegan, Veggie or Halal)  
Portable Chargers  
Packed Lunch for Day 1