

More Than a Lemonade Stand™ Youth Entrepreneur Camp Planning & Implementation Checklist

<u>Task to be completed</u>	<u>Person Responsible</u>	<u>Due Date</u>
<i>More Than Six Months before Camp</i>		
<input type="checkbox"/> Name your camp and create a logo		
<input type="checkbox"/> Choose and reserve a Venue		
<input type="checkbox"/> Create a budget and price your camp		
<input type="checkbox"/> Find sponsors		
<input type="checkbox"/> Staff your camp		
<input type="checkbox"/> Create a brochure/promotional piece		
<input type="checkbox"/> Create a website or update page on existing site		
<input type="checkbox"/> Decide on number and dollar amount of scholarships		
<input type="checkbox"/> Decide on who marketing to & gather contact information		
<input type="checkbox"/> Check on Insurance coverage to see if sufficient		
<i>More Than Three Months before Camp</i>		
<input type="checkbox"/> Check Inventory of supplies & watch for sales		
<input type="checkbox"/> Create letter for organizations' marketing to		
<input type="checkbox"/> Mail camp information to organizations' marketing to		

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<u>Task to be completed</u>	<u>Person Responsible</u>	<u>Due Date</u>
<input type="checkbox"/> Design T-shirts, water bottles & brief cases		
<i>More Than Two Months before Camp</i>		
<input type="checkbox"/> Order padfolios (1 per camper)		
<input type="checkbox"/> Order brief cases (1 per camper)		
<input type="checkbox"/> Order laminated plain luggage tags (2 per camper)		
<input type="checkbox"/> Order Printable Business Cards (Avery 5371 compatible)		
<input type="checkbox"/> Order Display Boards for Poster Session (1 per camper)		
<input type="checkbox"/> Order Poster paper for Lemonade Stand (10 sheets total)		
<input type="checkbox"/> Order T-shirts (1 per camper & staff)		
<input type="checkbox"/> Order Water Bottles (1 per camper & staff)		
<input type="checkbox"/> Order paper, markers, scissors & general office supplies		
<input type="checkbox"/> Order Lanyard Style Name Tags		
<input type="checkbox"/> Order or Make Name Tents		
<input type="checkbox"/> Create business simulation or order kit		
<input type="checkbox"/> Mail out direct mail promotional piece		

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<u>Task to be completed</u>	<u>Person Responsible</u>	<u>Due Date</u>
<input type="checkbox"/> Complete background checks on staff (if haven't already)		
<input type="checkbox"/> Schedule staff meeting to review schedule, roles & content		
<i>More Than One Month before Camp</i>		
<input type="checkbox"/> Promotional email blast to list (if camp isn't full)		
<input type="checkbox"/> Complete CPR/First Aid certification		
<input type="checkbox"/> Completed other required training		
<input type="checkbox"/> Stock up on First Aid Kit		
<input type="checkbox"/> Confirm Business for Field Trips		
<input type="checkbox"/> Contact & Confirm guest speakers		
<input type="checkbox"/> Create or update photo release form		
<input type="checkbox"/> Create or updated liability release form		
<input type="checkbox"/> Create or update health information form		
<input type="checkbox"/> Create a parent memo with camp information		
<input type="checkbox"/> Create a camper memo with camp information		
<input type="checkbox"/> Mail forms & letters to parents and camper		

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<u>Task to be completed</u>	<u>Person Responsible</u>	<u>Due Date</u>
<input type="checkbox"/> Review Curriculum & update if needed		
<input type="checkbox"/> Review videos used and update if needed		
<input type="checkbox"/> Order Food and make sure rooms set up is finalized		

More Than Two Weeks before Camp

- Reserve Bus for Field Trip
- Prep Check-off Sheet for forms
- Create an injury report form
- Finalize Schedule and Materials
- Get Materials copied

Week before Camp

- Final preparation of materials
- Check-off Forms as they come in
- Organize materials by day