



City of Los Angeles Department of Recreation and Parks  
**Recreation Center Director Check-Off List**

Recreation Site: \_\_\_\_\_

Camp Out Dates: \_\_\_\_\_

**ASAP:**

- Make sure area is clear of permit groups or other distractions.**
  - a. No Games or practice in immediate area of campout.
- Contact Immediate Supervisor:**
  - b. Confirm date, attendance at campout.
  - c. Supervisor Name: \_\_\_\_\_
  - d. Date Notified Immediate Supervisor: \_\_\_\_\_
- Contact Maintenance Supervisor:**
  - e. Date: \_\_\_\_\_
- Submit Service Request for the following:** Get form online at:  
<http://www.laparks.org/dos/camps/pdf/WOWServiceRequest.pdf>
  - f. 6 Holes to be dug for trees (identify location)
  - g. 6 Shovels for tree planting.
  - h. Night Lights Shut off
  - i. 6 Trash Cans
- Notify Garden Caretaker:**
  - j. Overview of Campout Needs (Trees, holes and shovels.)
  - k. Send Copy of Service Request.
- Schedule OPEN HOUSE (optional)**
- MUST schedule a Parent Meeting:**
  - l. A week or two prior Campout Even Date: \_\_\_\_\_.
- Must be done 1 Month before Campout:**  
(Recommendation: the earlier you begin recruiting, the better the response will be from both parents and children.)
- Registration**
  - Start Recruiting Kids ages 8-13 years old ASAP (Please don't wait until the last week.)
  - All registration forms are due: \_\_\_\_\_. (A week prior to event).
  - WOW Tent Assignments due: \_\_\_\_\_. (A week prior to event).
  - Maintain a Waiting List
- LAPD Watch Commander of Campout & Fire Department**
  - Notify of Campout and Invite to stop by.
  - Make sure the activity is on their role call.
- Contact Local Media**
  - Paper, radio, cable, television etc.
- Invite Local Dignitaries**

- Local Council Member and or City Officials.

**2 Weeks before Campout:**

Make WOW Banner of Recreation Center  
Parent Meeting

- Date: \_\_\_\_\_.

**Site Staff**

- Must assign an adult staff to spend the night with campers.
- They must have access to phone.
- They must provide their own sleeping bag.

**One Week before Campout:**

- Completed Paper work is due. (Check for any incomplete information).
- Initiate Fund Demand of \$210 (campers fee) to WOW M.R.P. Account 712 (1702)
- Reconfirm with Gardener Caretaker:
  - Status of trees for planting.
  - Holes for trees.
  - Shovels.

**2 Days before Campout:**

Date: \_\_\_\_\_

- Confirm holes are dug for trees.
- Must provide a list of Rec. Asst. who will be working

Contact Name: \_\_\_\_\_

**Day before Campout:**

Date: \_\_\_\_\_

- Ensure hole is dug for trees.
- Have Shovels for trees.

**Friday of Campout:**

- Direct placement of port a potty's Rec. Staff should be available at 9:00 a.m.
- Director on site 4:00 p.m. – 7:00 p.m.
  - Assist with registration.
  - Participate in Welcoming Ceremony.
- Adult Staff on site 4:00 p.m. – overnight.

**Saturday of Campout:**

- Staff on site until 3:30 p.m. or until last camper is picked up.

**Post Campout:**

- Complete Program Evaluation Sheet
- Assist with follow up programs.

**I have read and understand my responsibilities as the Director in Charge at:**  
\_\_\_\_\_ **Recreation Center:**

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Director In-Charge

Date

WOW Director

Date