

Pacific Crest Trail Association Project Planning Checklist

Project Name: _____

Project Date: _____

When	Done	Task	Responsibility			
			Crew Leader	PCTA	USFS	Lead Packer
3+ months prior	<input type="checkbox"/>	Identify project location and alternate location(s)				
	<input type="checkbox"/>	Develop project description				
	<input type="checkbox"/>	Ensure volunteer agreements are in place, communicate with all partners whose agreement is in place				
	<input type="checkbox"/>	Establish crew leader/co-leader/support roles, designate lead packer				
	<input type="checkbox"/>	Begin recruiting volunteers				
	<input type="checkbox"/>	Contact lead packer for pack stock availability and authorize packers				
1-2 months prior	<input type="checkbox"/>	Reserve/secure campsite locations				
	<input type="checkbox"/>	Address access issues (locked gates, 4wd roads, etc.)				
	<input type="checkbox"/>	Designate additional volunteers necessary (camp cook, etc.)				
	<input type="checkbox"/>	Scout project				
	<input type="checkbox"/>	Assess trail head access for parking, stock trailers and stock facilities				
	<input type="checkbox"/>	Continue volunteer recruitment				
2-3 weeks prior	<input type="checkbox"/>	Finalize trip details with PCTA, agency staff, and packers				
	<input type="checkbox"/>	Contact lead packer to confirm number of pack stock needed, times, trail head, camp location, road conditions, volunteer application, radio/cell phone use, tool carriers, bear boxes, buckets, load weights, alternate plans, specialty loads, gear prep, loading and pack-in expectations				
	<input type="checkbox"/>	Continue volunteer recruitment				
1 week prior	<input type="checkbox"/>	Complete and distribute TCP to crew leaders, lead packer, supervisors and dispatch				
	<input type="checkbox"/>	Contact volunteers (introductions, meeting time/place, what to bring, weather, travel details, food requests, etc). Send copy to: co-leaders, packers, supervisors, and vol. coordinator				
	<input type="checkbox"/>	Obtain all access items necessary (keys, parking passes, camp passes, etc.)				
	<input type="checkbox"/>	Gather tools, kitchen, camp gear, radios. Organize, clean and ensure functioning.				

Notes:

Pacific Crest Trail Association Project Planning Checklist

Project Name: _____

Project Date: _____

When	Done	Task	Responsibility			
			Crew Leader	PCTA	USFS	Lead Packer
Days before trip	<input type="checkbox"/>	Confirm details with supervisors and vol. coordinator				
	<input type="checkbox"/>	Confirm project, trailhead, and pack-in load with lead packer				
	<input type="checkbox"/>	Crew Leader and Lead Packer discuss and confirm pack-in logistics				
	<input type="checkbox"/>	Print paperwork (volunteer profiles, TSS, EAP, JHAs, sign-in sheet, etc.)				
	<input type="checkbox"/>	Note specific volunteer needs or concerns				
	<input type="checkbox"/>	Complete menu and food shopping				
	<input type="checkbox"/>	Contact packer to re-confirm number of pack stock needed and project details				
	<input type="checkbox"/>	Organize food and weigh bags (if necessary for packing)				
First day of trip	<input type="checkbox"/>	Complete Tailgate Safety Session (TSS) with entire crew including packers				
	<input type="checkbox"/>	Ensure all sign-in and sign appropriate JHA including packers				
	<input type="checkbox"/>	Lay out organized food, tools, and gear. Assist packer(s) with loading				
	<input type="checkbox"/>	Ensure safe and productive working environment (throughout)				
	<input type="checkbox"/>	At camp help packer(s) unload, confirm number of stock required for move out, re-confirm date and time.				
	<input type="checkbox"/>	At camp discuss LNT, camp, hygiene, chores and cooking routine				
After trip	<input type="checkbox"/>	Pack tools, kitchen and camp gear for loading on pack stock				
	<input type="checkbox"/>	Help packer(s) load and unload after returning to trail head				
	<input type="checkbox"/>	Call supervisor to update				
	<input type="checkbox"/>	Submit project report to supervisors, PCTA, and agency. Upload photos.				
	<input type="checkbox"/>	Send thank you email to volunteers				
	<input type="checkbox"/>	Clean, repair, return tools, kitchen and camp gear				

Notes: