

# Trip Building and Orientation Workshop for Event Coordinators

## Pre Trip Planning Screening Trip Participants

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# Why Screening?

- Safety
- Enjoyment
- Reach Objective



# How Much Screening?

- Depends on the trip
  - Day / Overnight / Multi-day
  - Technical Difficulty
  - Travel Arrangements
- The more complex the trip, the more crucial participant commitment is.



# So How Do You Do This?

1. Set Your Standards
2. Communicate
3. Screen Applicants
4. Organize
5. Follow Up



# Set Your Standards

1. Minimum Skill & Experience Level
  - Is Pre-Screening Required?
2. Additional Skill Requirements
3. Personal Equipment
4. Group Equipment



# Communicate

1. Prepare a trip description
2. Publish it on iCal
3. Send it to applicants



# Screen Applicants

## 1. Collect Information

- Contact
- Vehicle
- Equipment
- Relevant Experience

## 2. Evaluate Responses

## 3. Make a Decision

***Don't be Afraid to Say No!***



# Organize

- Enough Vehicles
- Group/Shared Gear
- Tent & Stove Pairings
- Rope Teams

Tip: Avoid Over-Organizing





# Follow Up

- Confirm Group/Shared Gear
- Cancellations
- Reminder



# Phew!

- Questions?
- Need advice
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