

A simple checklist designed to assist a leader when preparing to plan then lead a trip. It is not claimed to be an exhaustive or complete list. Depending on the target area, etc, other factors may have to be considered. If in doubt on any aspects, seek further advice

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| When | Summer or Winter |
| | Fire ban season |
| | Wet Season |
| | General weather conditions |
| Where | Terrain |
| | General area |
| | Route/distances |
| | Maps |
| Access | Private land |
| | Pastoral lease |
| | National Park - permits |
| | State Forest - permits |
| | Aboriginal reserve - permits |
| Replenishment | Fuel - diesel, petrol, gas |
| | Water |
| | Food etc |
| | L/P gas |
| The trip | Documentation (trip forms, etc) |
| | Vehicle limit |
| | Starting time & place |
| | Finishing place |
| | Variations to planned trip |
| | Trip guidelines |
| | Deputy leader |
| | Costs - discuss with Treasurer? |
| | Accommodation/camp sites |
| | Trailers |
| | Next of Kin details |
| | Advising authorities |

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| Information flow | To Participants (updates, briefings) |
| | To Club |
| | Pre-trip meeting/briefing |
| Communications | Reliable & informed base |
| | UHF/VHF |
| | HF radio |
| | Mobile phone coverage |
| | EPIRB |
| First aid | Trained first aiders |
| | First aid kits |
| | Known medical status of participants |
| Other safety factors | Duty of care |
| | Known dangers |
| | Possible difficulties |
| | Evacuation plan |
| | Knowledge of participants |
| | Visitors or inexperienced members |
| | Control of children |
| General hygiene | |
| Gear | Recovery gear |
| | Spares |
| | Who carries what |
| Environment | Impact |
| | Fires & Firewood |
| | Rubbish |
| History | Reference material |
| | Local information/history |
| | Newsletter - after trip report, photos |
| | Library - photos |