



Seventh-day  
Adventist Church™  
*North New South Wales*

# BIG CAMP

## Leaders' Guide 2026

"Leadership is not about titles, positions, or flowcharts. It is about one life influencing another."

JOHN C. MAXWELL

## Let's make a difference!

We are so excited to have you come along this journey with us. We can't wait to serve together as a team. Inside you will find information which will help answer your questions. However, we are sure you will have many more questions, we are here to help, so please don't hesitate to reach out.

Firstly, thanks for making this commitment. We are enormously blessed by the ministry of all our leaders, and value your contribution to a program that attracts so many people—children, youth and adults—every year. We recognise that your time commitment began many months in advance, and in some instances, a whole year, before any campers set foot in your tent or ministry area. That's a huge contribution to the spiritual journey of your ministry group. Thank you for your effort and service.

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# Safety First

## Q. Who will set up my tent?

A. The NNSW Pastors will set up your tent for you.

## Q. When can I get in to set up the stage and equipment?

A. Access to your site will be available after the conference tents are set up, usually on Tuesday afternoon. Please note you will need a small number of volunteers to assist you. If you, or your team requires to be on site before Tuesday, please apply using the form. You must apply using the form on the leaders website, all applications are subject to AdCom approval. This step is not necessary for pastors or staff.

## Q. Who can help me set up?

A. The NNSW conference office will assign some pastors to assist on your team. They will be available once all the conference tents have been set up.

## Q. Who is responsible for safety in my tent?

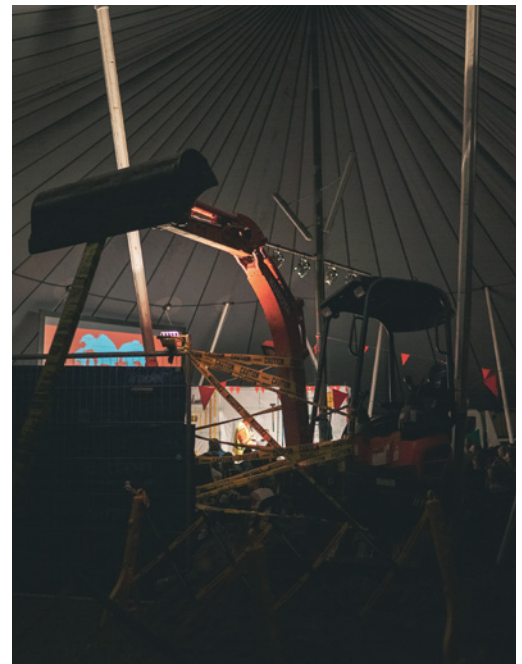
A. The WHS Coordinator, Melinda Mason, will be on site to advise you on any health and safety issues related to your tent set-up. However it is your responsibility to not ask anyone to disregard safety. Please correct any safety problems.

## Q. What happens if my tent has a leak?

A. The fixing and mending of leaks is not your responsibility to fix. Please call the superintendent or assistant superintendent. They will get a team onto the repairs as soon as possible.

## Q. I love using hessian to create walls in my tent, how much is too much?

A. For emergency situations, please do not block your tent by more than 1/3 of it's circumference. Emergency exits are not optional.



But among you it will be different. Whoever wants to be a leader among you must be your servant.

**JESUS, MATTHEW 20:26**

### You will be supplied with a WHS kit, this kit will contain:

- A radio for first aid emergencies.
- A First aid kit, for minor incidents, or temporary relief until First Aiders can arrive.
- Incident reports- reporting is everyone's duty.
- Evacuation Map
- Small torch
- High Visibility Vests
- Fire Blanket

Please note these will need to be returned to the WHS Coordinator, Melinda Mason.

## Equipment Register (Test & Tag)

The Australian Government requires chords to be Test and Tagged once a year. For this reason you will be supplied with a container to fill with all your cords. When the container is full you will drop this to the Tag & Test Team at the ATSIM Tent. Test and Tag will operate at this location from Monday the 5th until Friday the 17th, when they will move to the big shed.

Please note this is not an option, this is a mandatory requirement.

# Managing Risk

When you arrive at camp, all volunteers and staff must attend a safety induction and code of conduct session before starting any work. This is a legal requirement to ensure a safe environment and reduce risks.



Important: Volunteers cannot serve in a tent until they complete this training.

As a leader, please set the example by attending and reminding your team of the importance of being present and paying attention. Multiple induction sessions will be provided and you are required to attend.

## Risk Assessment

A risk assessment is a document that outlines hazards and the potential risks they may pose.

A sample has been provided along with this booklet to demonstrate expectations. It is recognised that this is an activity that not all people are familiar with, so please feel free to contact Melinda Mason if you require help. A tutorial will also be available online.

Risk assessments must be completed for every activity you intend to run at camp. These will need to be submitted to WHS Coordinator, Melinda Mason, for approval by February 11, so they can be submitted to the executive board.





## Planning and Logistics



### Resource Centre

**What's available:** High-quality backdrops, props, costumes, and more for all children's divisions (including Juniors).

**Custom props:** The department can help develop theme-specific props if required – contact Carolin Schmitz.

**Cost:** None to your camp division budget.

**Browse:** Online catalogue available on our website.

**Other divisions:** Some items may be useful, but most materials are in your Yarra sheds.

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### Transportation

A truck will be picking up pallets from the NSW Conference office and transporting these to Stuarts Point. Each Pallet will be around \$120. These will need to be ordered in advance. Contact the Events Coordinator, Melinda Mason.

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### T-Shirts

Each division is required to have team shirts for their leaders. These shirts help identify staff and provide clear recognition for parents and campers.

When ordering T-shirts, you must place your order through the Events Coordinator, Melinda Mason. By combining orders across divisions, we can secure better pricing and greater discounts for the Camp overall. Please note these are due the first week of February.

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### PA Equipment

The responsibility for sourcing and setting up PA equipment lies with each tent leader. There are two main options available:

#### 1. Borrow from a Local Church

- Some churches are willing to lend their equipment for a small donation.
- If you choose this option, additional risk insurance can be arranged to cover the borrowed equipment.

#### 2. Hire from a Sound Contractor

- If you prefer to hire equipment, the Events Coordinator, can provide recommendations and assist with arranging quotes.



## Gifts

Your program will depend on the generous support of volunteers. Some volunteers may receive free campsites or meals, and the cost of these is to be covered from your division budget. If you wish to give volunteers a small gift of appreciation, this also comes from your budget.

For the Children's Divisions (Beginners, Preschool, and Primary), thank-you gifts for leaders will be organised by the NSW Conference Family and Children's Ministries Director (Caroline Schmitz) This ensures your division budget remains available to focus on running your program.

Please know that we are here to help you with gifts, but the key is planning ahead. So please reach out, the earlier the better, to Melinda Mason.

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## Leaders/delegates

At Big Camp, we are striving to create a strong sense of unity, cohesion, and purpose. To help us achieve this, please submit your requested speaker to AdCom for approval. Once approved, Leena will liaise directly with the speaker to coordinate flights, transport, and other arrangements. This process will ensure clear and professional communication, while also allowing us to book appropriate accommodation in advance.

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## Setting Up

Your division tent will be set up and ready for you when you arrive. Please liaise with your departmental director about when you need to arrive, set up your division for the camp and what meals will be provided during set up. Please lead by example by going to inductions and following induction instructions.

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## Meals during Big Camp

Department leaders can order meals online. All orders must be placed before March, as the catering team requires final numbers in advance.

Please note: once the deadline has passed, meal orders cannot be changed or swapped to different days.

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## Packing Up

**Please note that apart from removing expensive items, no tents are to be packed up on Sabbath.**

We encourage everyone to participate, as many hands make light work. Let's come together as a church family to ensure this process is efficient and smooth.

We require your tents to be empty, ready for pull down on Sunday morning. Please pack up whatever is not required for the final Sabbath on Friday afternoon and pull down the rest of your equipment on Saturday night or early on Sunday morning.

Once divisions are packed up, all teams will be helping the remaining divisions to pack and wrap pallets on Saturday night and Sunday morning. Please note that all items purchased with conference budget funds and money raised at camp are to be returned to the conference resource centre, or where appropriate, stored at the campground.

# Daily Program

	Sunday 5 April	Monday 6 April	Tuesday 7 April	Wednesday 8 April	Thursday 9 April	Friday 10 April	Saturday 11 April
<b>Breakfast</b>	Worship 7am						
	Breakfast 7:30am						
<b>Morning</b>			Inductions 8:15am	Volunteers arrive** Inductions 8:15am	Inductions 8:15am	Inductions 8:15am	Sabbath School: 9:30-10:15am
	Leaders Meetings 8-8:30am						Church: 10:30am-12:15pm
<b>Lunch</b>		Pastors Arrive 12:00pm	Conference Staff Arrive				
<b>Afternoon</b>		Induction 1:30-2pm	Division set up*				
<b>Dinner</b>		6:00pm	Staff Banquet	6:00pm	6:00pm	6:00pm	6:00pm
<b>Evening</b>						Programs begin: 7pm-9pm	

	Sunday 12 April	Monday 13 April	Tuesday 14 April	Wednesday 15 April	Thursday 16 April	Friday 17 April	Saturday 18 April
<b>Morning</b>	Leaders Meetings 8-8:30am						Sabbath School: 9:30-10:15am
	Workshop 9:30-10.30am						
	Children 9:15am-12pm						Church: 10:30am-12:15pm
	Workshop 11am-12pm						
<b>Lunch</b>		Pastors Arrive 12:00pm	Conference Staff Arrive				
<b>Afternoon</b>	Workshop 2:30-3pm					Pack down what you can	
<b>Evening</b>	Night Programs 7-9pm						Movie night for Highschool and Jnrs

\* Pending Conference tent set up complete    \*\* Any earlier arrivals are pending Adcom approval

## Music and Worship

Campers come from a wide variety of churches and the practices of worship differ. Leaders in all divisions need to be aware of the range of worship experiences their attendees are anticipating. Obviously from High School onwards, worshipers will choose the style and approach that inspires them, however in the children's divisions that option does not exist.

Please choose songs and effects that will lead our children into participative worship rather than cause tension and distress for them or their parents.

If you are unsure about the words, songs, actions or theology, then please talk to the Family & Children's Ministry Department. They are there to protect you and to deal with complaints, but that is so much easier if there is a full understanding of your plans.

## Volume

In planning your tent layout please be aware of the location and direction of PA speakers, as well as the volume of your music and its impact on other tents and residents.

Please see the Guidelines for Operation of Music document at the end of this booklet that outlines the rationale, goals and measurable parameters of any sound that is amplified.





## Photography

The increasing use of social media has created an ongoing problem for us at Big Camp. Sadly, estranged families have been able to trace the location of family members through photos innocently placed on social networking sites.

Often these simply included a child in the background of a legitimate family photo. We regret that our duty of care requires that we protect such families and as a result find it necessary to restrict photography during activities in all divisions.

There will be an official camp photographer. Drones are not allowed without permission from camp organisers.

Most people taking photos of children at Big Camp are doing so for acceptable reasons and using appropriate methods. However, it is worth noting that many photographs taken in public places will include subjects who have not consented to their photo being taken. In Australia, generally speaking, there is no law restricting photography of people (including children) in public spaces as long as the images are;

- Not considered indecent
- Not being used for voyeurism
- Not being used for commercial purposes without a Model Release/Consent.

However, where an event is held on private property, such as Yarra Holiday Park, the owners of the private property are able to restrict or ban photography. Understanding this, the NNSW Conference requests that you adhere to the following guidelines when it comes to photography at Big Camp: Authorised photographers under the Communications Team have been employed to take photographs at Big Camp. They will be wearing a staff lanyard.

If you do not wish your child to be photographed by the photographer for any reason, please contact the Camp Office and identify the children.

If you are taking photographs that include minors, please endeavour to restrict the images to those children that are related, or known, to you.

Due to child protection issues, photos of children at camp, other than those that are directly related to you, should not be posted onto the internet, social networking sites or any other form of electronic carriage service.

Photography within the Children's Division tents is restricted to authorised photographers only. A designated 10-minute time frame will be provided at the conclusion of select programs, allowing parents to capture photographs of their children alongside tent leaders and against the tent backdrops.

Mobile phones with photographic ability and cameras are not to be used inside the amenities blocks. If you have concerns about inappropriate photographic behaviour or content, please report this to the NNSW Conference administration.

If persons are being found to be taking photographs inappropriately, NNSW Conference administration will request that the person stop, and/or take appropriate action given the circumstances. If the person refuses, the police or security will be called to escort the person from the property.



## Camp Insurance

Please provide a list of all items requiring insurance for the camp this year on the form included at the back of this document.

Items being used at camp that are not listed and details not provided will not be insured and any resulting loss will be the responsibility of the owners of the equipment. Items typically covered are musical instruments, sound and lighting equipment and computers.

In order to ensure that all items are covered whilst in transit to camp, we will need to have your listing to us by **Sunday 5 April, 2026**. We will request cover until 22 April, 2026.

Please forward your list of items you wish to insure to Leena Soloman.



## Speakers/fundraising in your tent

Often at Big Camp numerous groups and individuals seek access to tents for fundraising, promotions and an opportunity to reach a wider audience than that available through a local church.

Please do not provide access to speakers or fundraisers who have not been approved by the Camp Planning Committee or Conference Executive Committee.

All ministries or fund raisers have access to Big Camp during Super Sunday on the first Sunday of Big Camp.

**Strict adherence to this policy by all tents is required.**

## Caring for Kids

### Working with Children

All employees and volunteers (leaders and team members) are required to comply with the following essentials as per Adsafe's Child & Vulnerable Person Protection Policy located at:

<https://www.adsafe.org.au/safeguarding/policies>

1. Current, cleared NSW Working with Children Check (obtained through the Office of Children's Guardian with relevant ID documents presented to Service NSW);
2. Current Adsafe General Awareness Training;
3. Current signed Adsafe Code of Conduct;
4. Screening of their name against Adsafe's database of persons of concern;
5. Have served the required waiting periods in relation to working with children.

It is expected that all employees and volunteers will have an Adsafe e-learning account in which items 2 and 3 above would be completed. If an employee or volunteer does not have an account, an account can be created at: <https://elearning.adsafe.org.au>

If these requirements have already been completed for serving at the local church level, this is sufficient to meet the Big Camp requirement.

Please email all volunteers and employees WWCC and completion of Adsafe requirement to Carolin Schmitz before camp starts by **27 March 2026**. A Working with Children Check Requirements sheet is attached along with this document.

## Adsafe

Adsafe's Scope during Big Camp:

- Physical or sexual abuse by an adult towards a child, young person or vulnerable person during Big Camp;
- Physical or sexual abuse by a child, young person or vulnerable person towards a peer during Big Camp.

Adsafe is NOT a 24/7 Crisis Service. In the event that there is an immediate risk of harm or danger, you should call 000 Police (or) Ambulance as needed.

In the event of no risk of immediate harm or danger you can contact Adsafte for support and guidance or the Camp Adsafte Responsible Officers:

- Abel Iorgulescu
- Leena Soloman

For your own protection and support you should debrief with your leader or supervisor.

### Things to Remember:

- Unless you have specific trauma-informed care training – taking a disclosure/supporting a survivor is outside your expertise and this is not expected from you.
- It is important to seek help for or refer the child or young person to the appropriate trauma-informed care and for emergency attention.
- The goal is to avoid doing more harm, and the aim is to source the right care at the earliest opportunity. This will greatly help the survivor's healing journey.
- We know that dealing with these situations is hard. Don't forget to look after yourself or seek help if you are triggered by an incident.
- Should you have any queries or simply unsure what to do, speak to your leader and/or Adsafte.

## Handling A Disclosure of Abuse

If a child chooses to disclose to you about abuse they have experienced in the past use the following 6 step guideline:

1. Validate: use statements such as "Thank you for sharing your story with me" or "You are not alone"
2. Empower: "It took a lot of courage to share your story", "How can I help you?"
3. Empathise: "Help me understand what you are feeling", "Tell me more"
4. Explain: "Here's what I will do next", "Here's what I can do"
5. Contact Adsafte on the below number for advice.
6. Debrief with your leader or supervisor.

### ADSAFE

**P** 1800 220 468  
**E** info@adsafte.org.au  
**W** www.adsafte.org.au

### OFFICE HOURS (AEDT)

**M-Th** 8:30am–5:00pm  
**F** 8:30am–12:30pm



## Contacts

Abel Iorgulescu  
Big Camp Organiser

✉ abeliorgulescu@adventist.org.au

Leena Soloman  
Executive Assistant

✉ leenasoloman@adventist.org.au

Melinda Mason  
WHS/ Events Co-ordinator

✉ melindamason@adventist.org.au

☎ 0424135863

Carolyn Schmitz  
Children's Ministry Director

✉ carolinschmitz@adventist.org.au

## Leaders Link

🔗 [nsw.bluevineyardevents.com/leaders26](https://nsw.bluevineyardevents.com/leaders26)



## Tents and Travel

### Accommodation and Travel — Employees

All Conference employees (i.e. Pastors or Conference Office Staff) have their tent sites paid for from the Big Camp's general expense. They are not an expense to your budget.

You can expect that all Conference employees should be available for a minimum of 30 hours over the camp week. In many instances, they will commit to much more.

Travel expenses for employees with responsibilities at Camp are paid at the mileage rate payable under their award or the Division Wages Schedule. It is important that these expectations are clearly communicated to staff to avoid misunderstanding.

### Accommodation — Volunteers

If you choose to accommodate your team, their sites are to be paid for from your tent's budget and are at the discretion of the Division leader. As a guideline Divisions traditionally have not subsidised campsite fees for anyone contributing less than 30 hours of labour for the camp week.

An appropriate number of tent sites have been allocated for the teams of each division. Please maximise these sites to make sure that the highest number of team members is found on each site.

If you do not require all the sites allocated to you, then please inform us as soon as possible so that others who are on the waiting list can get an opportunity to come to camp.

**Please note that your volunteers should only be sourced from the NNSW Conference.**



## Budget

You will have been advised of your division's budget which is used to run these programs. Where activities and/or crafts are included in your program you may charge an amount per child for this. Your budget includes the PA hire for your department along with any volunteer meals and accommodation that may be provided.

As leader, you will be responsible for ensuring that spending in your department is kept within the budget. Please talk to us earlier rather than later if you are having a problem staying within your allocated budget.

Please refer to the 2026 Tent Leader Treasury Agreement for information on purchases and reimbursement.

Please be aware that when ordering from overseas companies such as Oriental Trading, you will also incur import duties and taxes which can be considerable so please take this into account when ordering stock.



## Copyright

There are two Christian music copyright licences under which all Conference activities are covered.

### Church Copyright Licence

#### Before Camp:

All lyrics copied overhead, PowerPoint or handwritten have approval from CCLI or the Copyright Owner/Publisher (if CCLI does not cover it).

#### How to check if I have approval from CCLI?

- Go to the website <https://www.ccli.com>
- Go to the 'Customers Tab' at the top of the page
- Choose 'Authorised Lists'. This will direct you to the two types of copyright licences and two links within those licences.
- Click on the Authorised Lists to see the list of copyright owners covered by our licence.

For song reproductions, the song owner has to be on the Authorised Catalogue List.

#### Can I present song lyrics on the screen using PowerPoint or Keynote?

Yes, you can present lyrics on the screen and have the CCLI Licence Number allocated

to NSW Conference **21644075** for all public programs (including Camp). Remember to display this number on all your presentations.

#### Can I print and photocopy songs and lyrics?

Should copies of original music be made for bands, groups or choirs etc. the master copy needs to have the following before being photocopied, you are required to include the following:

*"[author], © [year, owner], [your licence number]" e.g. Fred Smiley, © 2007 Happy Music Ltd., CCL No, Used by permission CCLI Licence No. 21644075*

If the music is not covered by the CCLI Licence, permission must be obtained from the Copyright Owner/Publisher before the music is copied. Please

remember, a fee may be required, which will need to be covered by your respective tent budget.

The originals of all copies must be available on site, should this ever be required by anyone checking for copyright requirements. This is a complicated process, but to ignore it is not only unethical; it is possible that heavy fines can be applied if we do not adhere to these regulations.

#### How do I display the licence number on my presentations?

This should be displayed in the following format:

*Copyright - 1987 Good Music Ltd  
Used by permission CCLI Licence No. 21644075*

#### What if a song/s is not covered under CCLI?

If there are songs you are not sure are covered under the licence, please contact CCLI on 1800 635 474 for assistance.

Should you wish to use songs not covered by CCLI it is necessary to obtain written approval for their use from the Copyright Owner/Publisher. Please remember, a fee may be required, which will need to be covered by your respective tent budget.

#### What happens after we have used the songs covered under CCLI?

All songs that you project or print into a songbook need to be reported under the Church Copyright Licence (Group) after the camp has concluded.

Send a complete list of all the songs used with their titles, authors and year to [leenasoloman@adventist.org.au](mailto:leenasoloman@adventist.org.au)

A template will be sent out closer to the event if you wish to use it.

## Running a Café?

Several divisions now operate cafés for their attendees. As this ministry grows so do the regulations surrounding them. The following aspects must be observed if we are to maintain our Café Ministries:

1. Your café must have a Food Safety Supervisor (FSS)—this person must have an FSS certificate that is not more than five years old and is submitted to Melinda Mason prior to camp. They must have the authority to supervise other people handling food and ensure that the handling is done safely.
2. The FSS should be on the premises at all times when food handling is taking place.
3. All volunteers are required to do food handling training. These certificates need to be submitted to WHS Coordinator Melinda Mason [www.foodauthority.nsw.gov.au/training/food-handler-basics-training](http://www.foodauthority.nsw.gov.au/training/food-handler-basics-training)
4. The café floor needs to be fully covered. It is not acceptable to have a grass or dirt floor in the café.
5. Adequate bins must be provided for packaging or left-over food.
6. Children should not be permitted to enter the serving area.
7. Gas powered urns should be used in the café's to limit the drain on the camp electricity supply.
8. Gas powered appliances used in the open should not have a gas bottle greater than 9kg capacity and the bottle should be secured so it cannot tip over.
9. A fire extinguisher and fire blanket should be available wherever heating is taking place.
10. Food preparation benches, counters, shelving, stands and the like must be made from rigid, smooth-faced material, free of cracks or joints and be durable. Timber surfaces should be painted, laminated or clear finished.
11. A sealed container of water with a tap should be provided for cleaning, sanitising and hand washing. Clean towels and detergent must be provided.
12. Single use, disposable eating and drinking utensils are recommended.
13. A suitable sanitising agent or detergent must be available for sanitising food handling implements and food contact surfaces.
14. Food must be stored so that it is protected from contamination and so that environmental conditions (e.g. heat) will not adversely affect the safety and suitability of the food.
15. Cold foods should be stored at or below 5°C.
16. A person known (or suspected) to be suffering from a food-borne illness or is a carrier of a food-borne disease, must not handle food, unless all practicable measures to prevent food contamination have been undertaken. Symptoms may include diarrhea, vomiting, sore throat, fever, and infectious skin conditions.
17. A cash float or point of sale system should be organised by your café leader. Camp treasury do not keep cash onsite for floats.
18. A full list of food handling guidelines for temporary events is available at: <http://www.foodauthority.nsw.gov.au>

## Worship in the café

The café ministry is a place to facilitate fellowship and reflection. Often the peak attendance in a café is after a program and most often in the evenings. Given that Big Camp is a spiritual event and it is designed as a spiritual oasis for the week of camp for all campers on the campground, secular music, either pre-recorded or live, should not be used at all. It is recommended that the music have an “unplugged” vibe to it and MUST be cut off by curfew.



# Guidelines for the Operation of Music at Big Camp

## Rationale:

Music can be an emotive issue with personal preferences, experience and world view often cutting across a need to be respectful and inclusive when experiencing worship in a corporate setting. It is a great challenge to meet the needs of each individual person exactly where they are at and lead them to both experience the joy of worship and be prepared for the receipt of the Spirit-inspired Word from the preacher.

Music is one of God's great gifts to man and is one of the most important elements in a spiritual program. It is an avenue of communication with God and "is one of the most effective means of impressing the heart with spiritual truth." (Education p168)

## Goals:

This document is designed to provide guidelines aimed at achieving the following:

1. Create a worship experience through music that is appropriate, uplifting and God-focused for those attending all tents.
2. Be respectful of the need to operate tents at a volume and time that respects the experience of nearby campers, other Big Camp tent programs and residents.
3. Be respectful of a broad range of experiences, tastes and perspectives when it comes to music as expressed by the young people attending the tents, the parents or guardians that bring them to Big Camp and the local church they attend.
4. Be respectful of the leadership of the Big Camp program that needs to cater for the needs of several thousand diverse campers and provide opportunity to draw closer to Christ.

## Measurable Parameters:

1. A peak sound pressure limit of 92dB, was demonstrated to conference leadership at request. (Decibel Meter Pro is an app that can keep a log of your sound levels for the duration of the meeting and then allow you to email that to Melinda Mason. The cost of the app can be recouped from the tent budget.)
2. Positive and constructive engagement with conference leadership.
3. Meetings with conference leadership at the following times:
  - 8:00-8:30am Monday-Friday
4. Rehearsal times are limited to 2:00pm to 5:00pm each afternoon
5. The audio system supporting the cafes in High School to Connection Tent must be reduced to peak sound pressure of 85db at 10:00pm and switched off at 10:45pm in order to allow time to return to tents before the silence requirement at 11:00pm as per guidelines given on the camp application form.
6. Evening meetings commence at 7:00pm. It is expected that initial music sessions will be completed by 8:00pm, to ensure there is no competing sound with speakers in nearby tents.
7. Any appeal songs or additional music at the end of the meeting should be more reflective and contemplative in nature and played at a quieter level in order to not disturb other meetings that may still be in their preaching phase at that time.
8. Given that Big Camp is a spiritual event, and it is designed as a spiritual oasis for the week of camp for all campers on the campground, secular music, either pre-recorded or live, should not be used at all.

# Big Camp 2026 Timeline

## September

### 10 - WEDNESDAY

- Big Camp Planning Committee
- 

## October

### 2 - THURSDAY

- Big Camp Planning Committee
  - Submit Workshops
  - Submit Speakers
- 

### 8 - WEDNESDAY

- Department Time Table Submission
- 

## November

### 6 - THURSDAY

- Big Camp Planning Committee
- 

### 10 - MONDAY

- Activities Submission
- 

### 17 - MONDAY

- Registrations open to NNSW Staff and Departments
- 

## December

### 4 - THURSDAY

- Big Camp Planning Committee
  - Big Camp Booklet Content Submissions due
- 

### 8 - MONDAY

- Registrations Open to Public
- 

## January

### 21 - WEDNESDAY

- Departmental Accommodations close
  - Resource Room Orders
- 

## February

### 4 - WEDNESDAY

- Big Camp Planning Committee
  - Big Camp Booklet Final Content Submissions due
- 

## February

### 5 - THURSDAY

- T-shirt orders close
- 

### 11 - WEDNESDAY

- Risk Assessments
- 

### 12 - THURSDAY

- Pallets Order due
  - Finance Request
- 

### 16 - MONDAY

- First Draft of Big Camp Booklet Review due
- 

### 23 - MONDAY

- Second Draft of Big Camp Booklet Review due
- 

## March

### 4 - WEDNESDAY

- Big Camp Planning Committee
  - Final Draft of Big Camp Booklet Review due
- 

### 11 - WEDNESDAY

- Big Camp Booklet Sent to Print
- 

### 25 - WEDNESDAY

- Food Orders Close
  - Insurance Forms due
- 

## April

### 30 MARCH-1 APRIL

- Early Big Camp set up
- 

### 6-10

- Pre Camp set up
- 

### 10-19

- Big Camp
- 

### 19-22

- Pack up
- 

### TBD

- Big Camp Committee Debrief
-