Prearrival Checklist for Both Sides

WC-14 | Chapter 7 | Both | Version 1.0

Owner sends the packet. Workcamper checks each item against the actual rig, route, and agreement. Resolve gaps before travel.

Write in the spaces or click a blank field to type in Word.

Campground and participants	Arrival date

Check	Item	Evidence or next action
	Agreement and job description	
	Site number, length, surface, and hookups	
	Current photos or property map	
	RV directions and GPS or route restrictions	
	Arrival window and after hours instructions	
	Main contact and emergency contacts	
	Parking, pets, mail, packages, laundry, and visitor rules	
	First workday and anything needed beforehand	

Mark each item Done, Open, or N/A. Explain open items and name the next action.

Packet sent by and date, received by and date

Open item, person responsible, and completion date

If opening or travel changes, who calls whom?

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