Owner Readiness Assessment and Seasonal Staffing Forecast

OM-02 | Chapter 12 | Owner and Manager | Version 1.0

Forecast the work before deciding how many people to hire. Separate the minimum safe coverage from the extra coverage needed on busy days.

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

Campground and season	Prepared by and date

Item	Workload and evidence
1. List daily, weekly, seasonal, and peak work.	
2. Mark arrival, departure, and cleaning peaks.	
3. Separate work that can wait from safety and current guest needs.	
4. Identify the skills and authority needed on each shift.	
5. Identify work that needs outside specialists.	

Can the budget fund the forecast, training, and backup coverage?

Are sites, equipment, written procedures, and supervisors ready?

Readiness gaps, responsible person, and completion date

© 2026 by R. V. Hicks | Version 1.0 | October 14, 2026 |

Minimum and surge coverage

OM-02 | Continued

Week or operating period	Occupancy or demand assumption

Minimum coverage

Task or shift	Hours and frequency	Skill and authority	Person or gap

Surge coverage

Peak and trigger	Added hours	Backup or vendor	Approval and cost

Coverage for days off, illness, training, and an unexpected departure

Work to reduce or defer if coverage falls short

Hiring decision, budget approval, and review date

© 2026 by R. V. Hicks