



2023 CPCW Outline Programme (V2)

GENERAL INFORMATION:

- **STAFF** check-in will be in Taurus for 2023. Taurus Lodge will also be our **ADULT HUB** for the event. This will be the 'go-to' location for all **ADULT HELPERS** during the event and a social meeting point as well. Please check-in immediately upon arrival and you will be told then where to pitch your tent (this year next to Taurus Lodge Building) and you will be able to 'sign up' to help with activities over the course of the event.
- Check-in for **YOUNG PEOPLE** will be via alphabetical name of their **SCOUT GROUP** (e.g. 1st North Leigh), in the front of **DEAN LODGE**. Please make sure **YOUNG PEOPLE** know the name of their **SCOUT GROUP** prior to arriving.
- Check-in for **YOUNG PEOPLE** is between 6:00pm and 8:00pm on Friday 6th October 2023.
- Meals, snacks and hot / cold drinks for **ADULTS** will be in Taurus and adults attending the event are asked to bring £10.00 CASH with them as a contribution towards their food for the weekend. This is to be paid to admin at Check-in please.
- **Event Lead** – Jonathan Greer
- **Adult Lead** – Sarah Joyner **Assistant Adult Lead** – Megan Magrowski
- **Zone Lead** – John Masters **Assistant Zone Lead & Explorer Lead** – Will Kent
- **Activity Lead** – Lottie Barwick **Assistant Activity Lead** – Aubrey Townsend
- Administration will be in Dean Lodge – **Administration Lead** – Liz Thompson
- First Aid this year will be in the building next to Dean Lodge. **First Aid Lead** – Ian Broome
- Pink Fairies will be located behind Dean Lodge for the event. – **Fairy Lead** – Jack Talbot

Friday Time	Event Team, Pink Fairies & OxChefs	Zone Staff	Activities Staff & Explorers	Scouts (YP)
14.00 - 18:00	<p>Pink Fairies – ensure all Zones complete for equipment and that site is set up ready to receive YP and Staff for check-in. Car Parking area barriered off on field and car parking equipment ready and checked.</p> <p>Event Team – Prepare check-in areas in DEAN and TAURUS, open Woggle-Events to be event ready.</p> <p>OxChefs – Arrive & set-up kitchens etc.</p>	<p>Arrive and book in at ADMIN DEAN LODGE (as TAURUS check-in will not be open yet), then set up on zone area. Please refer to specific Zone staff documentation via website. Meet your Zone Manager & Zone Mentor.</p> <p>Zone flags to mark out zones. Zones will be marked out on ground prior to arrival.</p> <p>Prepare Zone ready for arrival of YP. Collect and register radio from ADMIN to be kept on your Zone. Make yourself aware of all Zone related paperwork issued via website.</p> <p>See Zone Set-up Checklist document via website / pack.</p>	<p>Control & Admin opens. STAFF arriving before 18:00 to report to DEAN LODGE and must check-in prior to accessing the site.</p>	<p>NOT ON SITE YET</p>
18:00 -20:00	<p>Pink Fairies – Car Parking with EXPLORER Scouts (pre 18:00)</p> <p>Event Team - Check-in for Staff and YP.</p> <p>OxChefs – Prep BBQ</p>	<p>Receive YP & Patrols to your Zone, monitor and observe as 'marking' will be required later on this stage of the event.</p> <p>PATROL FEEDBACK FORM open on Woggle-events for Zone Staff to begin completing over the course of the weekend. Can be saved and gone back to over weekend without losing changes.</p>	<p>Check-in via TAURUS Lodge and set up camp in designated area and sign up for Activities.</p> <p>EXPLORERS to assist PINK FAIRIES with car parking etc (via instruction from ADULT LEAD for event in TAURUS Lodge)</p>	<p>Check-in via DEAN Lodge in alphabetical order of SCOUT GROUP. Once checked-in, get all kit required for camp across to designated Zone, check-in first with Zone Team and find your allocated area on Zone and set-up camp as a PATROL.</p>

Friday Time	Event Team, Pink Fairies & OxChefs	Zone Staff	Activities Staff & Explorers	Scouts (YP)
20.00	<p>Pink Fairies – shut down parking and secure site.</p> <p>Event Team – Close Check-in for YP</p> <p>OxChefs – Start BBQ serving at TAURUS Lodge</p>	<p>ZONE STAFF – ZONE Briefing to all Patrols BBQ Start Disco Start – Central Marquee</p>	<p>BBQ Staff TAURUS Lodge & BBQ</p> <p>Activity Staff to Disco in allocated pairs.</p>	<p>When camp complete set-up, released YP by PATROL for BBQ and Disco and under instruction and notification from ADMIN.</p>
21:00 – 22:00	<p>Event Team – Check-in with Zone Teams. Issue scoring for Zone Teams on Session 1.</p> <p>OxChefs – BBQ</p>	<p>Zone Chief briefing by EVENT TEAM ZONE MANAGERS – Taurus Lodge</p>		
22.00	<p>Event Team – Explorer Briefing by ADULT LEAD / Check-in with Disco</p> <p>OxChefs – finish BBQ & clean up</p> <p>Pink Fairies - Zone toilets and all other toilet checks and re-supply where necessary / clean.</p>	<p>Zone Staff and 1st scoring complete on website. Zone 1st closing closes</p>	<p>Activity Staff to Disco in allocated pairs.</p> <p>Briefing for Explorer Scouts in Taurus.</p>	<p>Free time / BBQ and Disco in MARQUEE</p>
22.00 – 22.30	<p>Event Team – Disco area for briefings & CPCW opening event in Marquee. All key EVENT TEAM staff to attend at front please.</p>	<p>CPCW opening event at Marquee. All ZONE STAFF to attend if possible. Bring ZONE FLAGS to Main Marquee.</p> <p>SCORING by ZONE STAFF for SESSION 1 closes on Woggle-events website.</p>	<p>Activity Staff to assist in the running CPCW opening event at Marquee.</p>	<p>CPCW opening event at Marquee (by EVENT LEAD) ZONE TEAMS formally introduced to YOUNG PEOPLE and specifics of EVENT.</p>

Friday Time	Event Team, Pink Fairies & OxChefs	Zone Staff	Activities Staff & Explorers	Scouts (YP)
22.30 – 22.40	Event Team – Patrol Leader briefing in Marquee after Opening lead by EVENT LEAD .	Take rest of YOUNG PEOPLE back to your Zone after Opening Event and get ready for CAMP QUIET at 11:00pm. Check all YP in correct place on Zone and not missing anyone.	Activity Staff & Explorers – Taurus for ADULT LEAD briefing Explorers - in designated camping area for 11:00pm	Patrol Leaders stay in Marquee for a briefing.
23.00	Pink Fairies – finish Event Team – close down camp by Zone / final checks. Run scores and woggle-events system checks. OxChefs – finish	Settle down teams on the Zone. Ensure all YOUNG PEOPLE are on the correct zone and report any missing to ADMIN.	Activity Staff – Camp quiet or Taurus social area.	Site quiet time (until 07.00). All Scouts on own zone and mostly in bed...
00.00 (approx)	Event Team – remain on radio for Zones	ZONE CHIEF to check in with ADMIN and close Zone for night.		
01.00 (approx)	Event Team – Admin closes / final check-in with FIRST AID Team			

Saturday	Event Team, Pink Fairies and OxChefs	Zone Staff	Activity Staff & Explorers	Scouts (YP)
06.00 (approx)	<p>Event Team – Admin to open – check-in with all Zone Leaders / Teams</p> <p>OxChefs – Breakfast delivery – Taurus Lodge</p> <p>Pink Fairies – Altar Fires to Zones / Patrols</p>	<p>Out on zone to watch out for problems as breakfast starts...</p> <p>OPEN CHOPPING and CUTTING areas on zone and monitor / ensure manned at all times by Zone Team</p> <p>Watching and observing Patrols ready for Session 2 scoring required later.</p>	<p>Taurus Lodge – up and running for all Activity Staff and Explorers as meeting point.</p>	<p>Out at the crack of dawn chopping wood already on zone. Prep wood needed for cooking over three hot meals for the day.</p>
07:00 07.30	<p>Event Team – Admin to CONTROL Breakfast sittings to Zones / morning check-in for late arrival Staff and YP.</p> <p>OxChefs – Breakfast delivery – Taurus Lodge</p> <p>Pink Fairies – Breakfast First Sitting & Activity / Zone preparation with Activity Lead / event team</p>	<p>Zone Scoring opens on Woggle – events system.</p> <p>Breakfast sitting #1. – Pink Fairies / All Staff / Activity Staff – called by ADMIN</p>	<p>Breakfast sitting #1</p>	<p>Breakfast. Camp Cooking Competition Course 1 Hot (Marked by Zone staff)</p>
08.00 08:30	<p>Event Team – Breakfast / check-in / Activity Prep / Climbing Wall positioned.</p> <p>OxChefs – Breakfast delivery – Taurus Lodge</p> <p>Pink Fairies – FLAG BREAK prep / Prep Activities / Zones assistance</p>	<p>Breakfast sittings #2 & #3</p> <p>Zone staff marking SESSION 2 on Woggle-events website opens.</p> <p>ZONE CHIEF briefing sitting #3</p>	<p>Breakfast sittings #2 & #3.</p> <p>ACTIVITY STAFF & EXPLORERS - briefing in Marquee.</p>	

Saturday	Event Team, Pink Fairies and OxChefs	Zone Staff	Activity Staff & Explorers	Scouts (YP)
09.00	<p>Event Team – FLAG BREAK and notices / lost property</p> <p>OxChefs – Breakfast finish.</p> <p>Pink Fairies – Activity Prep</p>	Flag break (no uniform).	Flag break (no uniform). Brief PL's & APL's	Flag break (no uniform). PLs stay behind for 10 minutes for a briefing.
09:30 12:00	<p>Event Team – Activity delivery and monitoring</p> <p>OxChefs – Lunch session prep.</p> <p>Pink Fairies – Activity assistance & support</p>	<p>Keep an eye on zone/teams. Prep Core Skills delivery on Zone</p> <p>SESSION 2 scoring CLOSES on Woggle-events system.</p>	<p>Tea & Light snacks in Taurus 9:30am-11:30am</p> <p>Run activities.</p>	Activities on and off Zone
12.00 12.30 13.00	<p>Event Team – Prep and review scoring to date / zone visits and Team briefings.</p> <p>OxChefs – Lunch delivery</p> <p>Pink Fairies – Lunch & activity afternoon session prep / fire area prep / evening events prep</p>	<p>SESSION 3 scoring opens on Woggle-events system.</p> <p>Lunch sitting #1 All Staff & Activity Staff Lunch sittings #2 & #3. - Staff & Activity Staff</p> <p>ZONE CHIEF briefing sitting #3</p>	<p>Lunch sitting #1.</p> <p>Lunch sittings #2 & #3.</p> <p>Activity staff briefing in the marquee.</p>	Camp cooking competition (2nd course Hot)

Saturday	Event Team, Pink Fairies and OxChefs	Zone Staff	Activity Staff & Explorers	Scouts (YP)
14:00 14:30 17.30	<p>Event Team – Assist afternoon activities and check scoring</p> <p>OxChefs – Dinner prep</p> <p>Pink Fairies – Activity Prep / evening activity prep</p>	<p>Afternoon activities start / CORE skills on Zones continue.</p> <p>SESSION 3 scoring on Woggle-events website closes</p> <p>Afternoon activities finish ...5.30 ish!</p>	<p>Run afternoon activities.</p> <p>Tea & light snacks in Taurus available through afternoon session</p>	<p>Activities on and off Zone</p>
17:30 19:00	<p>Event Team – Evening Activity Briefing / Evening Activity Prep</p> <p>OxChefs – Dinner delivery</p> <p>Pink Fairies – Evening activity prep / fire circle and Silent Disco</p>	<p>SESSION 4 scoring opens on Woggle-events system.</p> <p>CPCW's Got Talent audition & judging ON ZONE and single candidate / Patrol to be put forward for Campfire circle final. Info sent across to ADMIN</p> <p>Dinner Sitting#1 18:00</p> <p>Dinner Sitting #2 18:30</p> <p>ZONE CHIEF briefing Dinner sitting#3 19:00</p>	<p>Dinner Sitting#1 18:00</p> <p>Dinner sitting #2 18:30</p> <p>Dinner Sitting#3 19:00</p> <p>19:30 – Evening Activity briefing by ADULT LEAD – Taurus Lodge</p>	<p>Cooking Competition Course 3 (Hot)</p>

Saturday	Event Team, Pink Fairies and OxChefs	Zone Staff	Activity Staff & Explorers	Scouts (YP)
20.00 21:00 22.30	<p>Event Team – Activity support & VISIT Zones – prep Sunday activities and check scoring for zones / Patrols</p> <p>OxChefs – S’mores and hot chocolate to Fire Circle area</p> <p>Pink Fairies – S’mores and fire circle assistance. Zone toilets and all other toilet checks and re-supply where necessary / clean.</p>	<p>Silent Disco Starts in Marquee</p> <p>CLOSE CHOPPING and CUTTING areas on zone, make safe axes etc.</p> <p>Monitor altar fires on zone and keep an eye on amount of wood being used by Patrols allocated to zone,</p> <p>SESSION 4 scoring closes on Woggle-events.</p> <p>Silent Disco closes and YP back to Zone</p>	<p>Silent entertainment & disco – check Activity board in Taurus for allocated roles either at Fire Circle or Silent Disco.</p> <p>TAURUS BUILDING – Adult social area when not on activities.</p>	<p>CPCW’s Got Talent FINAL – Fire Circle with S’mores and hot chocolate.</p> <p>Silent Disco – Marquee</p> <p>Patrol Flag designing - in Patrols areas on Zones</p>
23.00	<p>Event Team – Assist Zones in closing down for the evening and run standard event checks</p> <p>OxChefs –</p> <p>Pink Fairies –</p>	<p>Settle down teams on the zone. Ensure all YOUNG PEOPLE are on the correct zone and are in their Patrols.</p> <p>Fires to be extinguished and made safe.</p>	<p>Taurus Building – ADULT social area or sleep.</p>	<p>Camp quiet and all YOUNG PEOPLE in Patrols on their Zone.</p> <p>Sleep!</p>
00.00 (approx)	<p>Event Team – Begin close of ADMIN and run final scores checks on each Patrol. Check-in with FA team.</p> <p>OxChefs –</p> <p>Pink Fairies –</p>	<p>ZONE CHIEF to CLOSE Zone for evening and check-in with ADMIN.</p>		

Saturday	Event Team, Pink Fairies and OxChefs	Zone Staff	Activity Staff & Explorers	Scouts (YP)
01.00 (approx)	Event Team – Close ADMIN for evening OxChefs – Pink Fairies –		Control \ Admin shuts down.	Sleep

Sunday Time		Zone Staff	Activity Staff & Explorers	Scouts
06.30 (approx)	<p>Event Team – Admin to open – check-in with all Zone Leaders / Teams</p> <p>OxChefs – Breakfast delivery – Taurus Lodge</p> <p>Pink Fairies – Breakfast</p>	<p>Out on zone to watch out for problems as breakfast starts...</p> <p>OPEN CHOPPING and CUTTING areas on zone and monitor / ensure manned at all times by Zone Team</p> <p>Watching and observing Patrols ready for Session 2 scoring required later.</p>	<p>Taurus Lodge – up and running for all Activity Staff and Explorers as meeting point.</p>	<p>ZONE LEADERS to wake up YOUNG PEOPLE with as much noise as possible.</p> <p>They will not want to get up!</p>
07:00 07.30	<p>Event Team – Assist Zones in closing down for the evening and run standard event checks</p> <p>OxChefs – Breakfast delivery</p> <p>Pink Fairies – Breakfast</p>	<p>SESSION 5 scoring opens on Woggle-events system.</p> <p>Breakfast sitting #1.- Zone Staff</p>	<p>Breakfast sitting #1.</p>	<p>Breakfast – Hot and cooked on Altar Fires.</p>
08.00	<p>Event Team – Assist Zones in closing down for the evening and run standard event checks</p> <p>OxChefs – Breakfast delivery</p> <p>Pink Fairies – Prep morning FLAG Break and assist with activity preparation</p>	<p>Breakfast sitting #2. – Zone Staff</p>	<p>Breakfast sitting #2.</p>	

Sunday Time		Zone Staff	Activity Staff & Explorers	Scouts
08.30	<p>Event Team – ZONE CHIEF briefing and prep system and ADMIN for competition finals and scoring.</p> <p>OxChefs – Breakfast delivery</p> <p>Pink Fairies – Activity prep and zone shut down begin</p>	<p>Breakfast sitting #3.</p> <p>ZONE CHIEF briefing over breakfast.</p>	<p>Breakfast sitting #3.</p>	<p>Breakfast finish and Altar fires reduced down ready for them to be collected by Fairies and two Altar fires moved to middle of zone for lunchtime cooking where necessary.</p>
09.00	<p>Event Team – Flag Break / Lost property / competition update and activity update. Check scoring and visit Zones</p> <p>Cooking competition prep and assist activities</p> <p>OxChefs – Lunch Prep</p> <p>Pink Fairies – Begin closure of zones with coordination of zone staff</p>	<p>Flag break (no uniform).</p> <p>See Zone shutdown document via website / pack as checklist for jobs to be completed before leaving your zone.</p> <p>PATROL FEEDBACK FORMS to be filled out and completed via Woggle-events website.</p>	<p>Activity staff briefing in the Ford marquee.</p> <p>Flag break (no uniform).</p>	<p>Flag break (no uniform).</p>
09:30 12.00	<p>Event Team – Assist Zones in closing down for the event and run standard event checks</p> <p>OxChefs – Lunch Prep</p> <p>Pink Fairies – close down zones and start to break camp</p>	<p>SESSION 5 scoring closes on Woggle-events system.</p> <p>Keep an eye on teams.</p> <p>Core skills on zone by ZONE TEAM</p> <p>Begin Zone clearance and break camp of adult team area only.</p>	<p>Activities assistance (refer to board in Taurus Lodge)</p> <p>COOKING COMPETITION - Marquee</p>	<p>Activities & Competition Finals</p> <p>Cooking Competition in Marquee for Patrols put through by Zone Team.</p>

Sunday Time		Zone Staff	Activity Staff & Explorers	Scouts
12:00 12.30	<p>Event Team – Assist Zones in closing down for the evening and run standard event checks.</p> <p>OxChefs – Lunch delivery & close kitchens / kit to trailers for removal back to County Stores</p> <p>Pink Fairies – Camp break and support zones in making sure all materials cleared back to trailers and ADMIN for return to County Stores.</p>	<p>Lunch sitting #1.- Zone Staff 12:00</p> <p>Lunch sitting #2. Zone Staff 12:00</p> <p>Support teams striking camp.</p> <p>EVENT SCORING & PATROL FEEDBACK FORMS close as notified by ADMIN.</p>	<p>Lunch sitting #1. 12:00</p> <p>Lunch sitting #2. 12:30</p>	<p>Lunch</p> <p>Strike Camp Starts</p> <p>Zone area to be cleared as per Zone Staff documentation.</p> <p>All PATROL kit to be stored up against boundary rope, ready for collection.</p> <p>Litter sweep of area and site by Zone Patrols.</p>
13.00	<p>Event Team – Assist Zones in closing down for the evening and run standard event checks.</p> <p>Scoring review by EVENT & ZONE LEAD.</p> <p>OxChefs – Lunch and close kitchens – equipment to trailers.</p> <p>Pink Fairies – Camp break / check zones</p>	<p>Lunch sitting #3. 13:00</p> <p>Final ZONE CHIEF briefing over lunch.</p>	<p>Lunch sitting #3. 13:00</p>	
13.30		<p>Support PATROLS striking camp / clear down zone – return all items, clear wood pile.</p>	<p>Clear up</p>	

Sunday Time		Zone Staff	Activity Staff & Explorers	Scouts
		Provide zone-based games to keep Scouts amused when they complete striking camp.		
14:00	<p>Event Team – FLAG BREAK and handing out of awards and close event</p> <p>OxChefs – clear equipment & put in trailers</p> <p>Pink Fairies – clear site & prep trailers for return to County Stores</p>	<p>Presentations</p> <p>Zone Flag and Patrols to be in zones at Flag Break</p>	Presentations	Presentations
15.00 (ish) 16:00 (ish)	<p>Event Team – Assist Zones in closing down for the evening and run standard event checks</p> <p>OxChefs – Leave site</p> <p>Pink Fairies – Finish site clear with Event Team and leave site.</p>	<p>Zone staff leave when zone site is clear & all YP signed out from Zone and NO YP are left to be collected by parents / carer.</p> <p>All radios and other event equipment to be returned to ADMIN.</p>	Finish Clear up & leave site	Leave when permission given by zone team only.