**Checklist** european creative camp „resilience by art“ 18. -30. Aug. 25 Ja!space Berlin Weißensee  
look also here: preparations for 2025 same as for 2024: <https://moveiii.eu/preparation/>

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| **Tasks** | **A Commitment of Organizers** | **B Tasks for European Guest Groups** | **Check** |
| **1 make sure travel and stay** | Invitation letter for all participants | Valid passport - check validity period |  |
| Excell-table for calculation of travel-costs  sending money to partner-orgs, for travel | Sending to KAJA:   * participants lists * copy of tickets * calculation /excell table |
| Insurence for all participants:  Health and personal reliability, after having participants lists in hand | Insurance domestic: foreign health and accident: days of travel coming to /going from Berlin |  |
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| **2. own pers. eqipment** | Sending money to partnerorgs - costs for preparation period:  - buying or painting corporate identity objects: flags (country,own org- logos)  . material for workshop-presentation on poster | own air iso/mattress and sleeping bag /some bring own tent , if coming by bus and train |  |
| dinnerware: own plate, cup, spoon, knife, fork (knifes for air travelers are provided) |  |
| Protection against mosquitoes and ticks |
| Medicine: personal and hygiene products, detergents |
|  |
| bio degradable shampoo – no harm for plants /earth |
| **3. group equipment** | Sending money to partnerorgs - costs for preparation period: | - buying or painting corporate identity objects: flags (country,own org- logos) / buying or painting (exemple: print of KAJA-Logo on flag  80 x 120 cm = 20 € )  - other materials |  |
| **4. CAMP infrastructure and equipment** | Construction of camp infrastructure: grouptents, kitchen, showers and toilets , workshop-area |  |  |
| emergency medicine |  |  |
| Bio odegradable shampoo – no harm for plants /earth | Bio odegradable shampoo – no harm for plants /earth |  |
| **5. preparation presentations /national evening** | plates with size 1x1 meter für preparation boards  (if confirmed by all partners) | presentation boards 1 x 1 m: presentation own country / region/ organization / special projects, events, "highlights". Collect collage elements at home, prepare and glue together on a 1x1 m plate on the first day of the meeting |  |
| National evening:   * Ingredients / spices for national table * PPP or video to present your own regional identity (no tourism promotional video!) |
|  |
| * visual information on regional identity: youth culture, art in the home region. |  |
| * Presentation of own organization / institute / study projects / special projects, events with European influence * Own Performance: Theater, Song, Dance, Sketch Film / Video: concert rock, jazz, folklore |  |
| **6. creative workshops** | Workshopposter concept , | Workshopposter A 3 Format: Title, concept, forms of participation, material requirements, construction technology. See exemple in Miro |
| Tools, machines and materials  Technique: Beamer / projector / presentation camera / loudspeaker | send list of material requirements, needed for your workshop, to KAJA until 10 . Aug. 25 |  |
|  | bring from home: own special artistic - technical tools, digital technique |  |
|  | day by day" reports with the participation of all participants in the course of the meeting with personal impressions |  |
| **7.theoretical workshops/ intercultural evenings** | Technique: Beamer / projector / presentation camera / loudspeaker | 10 minutes contributions from each team by photos / video / PPP / lecture for each workshop/evening. |  |
| **8. evaluation** | -Working out of illustrated report  - elaborating certificates such as "Youthpass" and own participation confirmations from KAJA-Org | Exhibition poster layouts 1m x1m  Illustrated workshop reports by the workshop leaders |  |