This expedition probably has approximately ten members, will be in the field for 3 months and is freighting approximately 2 tons of stores and provisions.

**PRE-EXPEDITION**

**July:**
- Start collecting general information on: expedition area/country, flights, equipment/rations, insurance, politics, freighting/shipping, transport/travel costs
- Start research on specific items listed in Appendix 1
- Obtain permission in principle from the main sponsor (school or university)
- Register with EAC, to be on their mailing list

**August:**
- Prepare an office space/HQ to cope with the administration (telephone, typewriter/computer, files, etc.)
- Design headed paper/crest
- Possible reconnaissance visit (in Appendix 2)
- Visit bank manager (open account)
- Briefing weekend for key expedition personnel: medical officer, scientific directors, quartermaster, catering officer, mechanic, etc.

**September:**
- Approach grant-giving bodies for their application forms (see Appendix 9)
- Produce a preliminary handout (or reconnaissance report) for members, sponsors and supporters
- Start researching the correct procedure for obtaining permission for your expedition (visa requirements, collecting permits, scientific permissions)
APPENDIX 4: A SAMPLE COUNTDOWN

First draft of the budget

October: Print headed notepaper (for examples, see page Appendix 6)
9 months before expedition
Start negotiating on flights, freight, equipment, rations, insurance, etc.
Start finalising on team
Start approaching grant-giving bodies (deadlines usually October–March)
Book for EAC “Planning a Small Expedition Seminar” in November

November: Attend EAC seminars
8 months before expedition
Finalise team objectives of the expedition
Allocate responsibilities to members
Draft brochure for comment
Second draft budget
Start administration of personnel (personal details, etc.)
Check passports
Prepare timetable for inoculations
Book courses for any specialist training required

December: Final budget (more detailed)
7 months before expedition
Production of expedition brochure
Ration requirements finalised
First training weekend for whole expedition
Possible reconnaissance visit (see Appendix 2)
Equipment lists drafted and typed
Apply for visas (may be required earlier)

January: Sponsorship drive for support, equipment loan and funds
6 months before expedition
Official approach to host country for permission (some countries need earlier notification)
Notification to Foreign and Commonwealth Office and British Embassy in host country
Start collecting and packing equipment (containers?)

February: All equipment to have arrived for packing
5 months before expedition
Packing weekends (weighing, numbering, listing)
Prepare manifest (list) for insurance, freight and members
Send manifest with costings to insure equipment from date of packing until date of return to UK. Settle insurance premium before freight departure
### EXPEDITION HANDBOOK

**March:**
- Send freight off minus deliver to port. Liaise with customs
- **4 months before expedition**
  - Arrange customs and storage in host country
  - Book flights (deposit down)
  - Discuss baggage allowance
  - Possible launch for sponsors and relations

**April:**
- Tidy up expedition paperwork. Copy key files to take
- **3 months before expedition**
  - Training weekends (get boots worn-in, etc.)
  - Medical checks by expedition doctor
  - Finalise financial arrangements in host country (open account)
  - Final briefing reports for contacts in host country British Embassy and Foreign Office
  - Review final situation and amend plans accordingly

**May:**
- Contingency (e.g. chase permits if not already received)
- **2 months before expedition**
  - Press release and possible press conference
  - Contact editors about possible articles

**June:**
- Final briefing of parents (circular)
- **1 month before expedition**
  - Newsletter to sponsors
  - Organise/brief home agent
  - Establish communication lines
  - Prepare “in-flight” dossiers for members

### IN THE FIELD

**July:**
- Advance party departs
- **month 1 in the field**
  - Field accounts opened
  - Establish regular communication with UK home agent
  - Main party departs
  - Reception for supporters in host country

**August:**
- Send newsletter/postcard to sponsors (take out ready-typed address labels)
- **month 2 in the field**
  - Send mid-expedition report to home agent for friends and relatives
  - Take photographs and/or test products (this will take longer than you imagine, and many expeditions fail to do this well)
September:  
Thank-you reception for hosts – main party returns  
month 3 in  
the field  
Medical check for all members  
Rear party returns  
Thank-you letters to host country  
Field accounts closed  

POST-EXPEDITION  

October:  
Leader to prepare preliminary report  
1 month after expedition  
Sponsors thanked and informed (photographs sent)  
Approach local and national media for possible articles/interviews  
Press release about expedition achievements  
Review financial situation  

November:  
Collect equipment from port (samples to scientific leaders)  
2 months after expedition  
Members’ weekend to collect data for report, look at expedition photographs, repair and return equipment and discuss overall expedition plan  
Prepare final report outline (see Chapter 33)  

December:  
3 months after expedition  
Slide presentation of the expedition to the main sponsors and supporters and members  

January:  
4 months after expedition 
Collect chapters/scientific reports for final report  
Further photographs and articles (if promised) to sponsors  

February:  
5 months after expedition  
Prepare first draft of report. Ask graphic artist friends to work on layout and cover. Select photographs  
Estimate costs  

March:  
6 months after expedition  
Final report (draft) circulated to contributors for comment  

April:  
7 months after expedition  
Choose appropriate printing technique and prepare copy for printers  
Final report to printers
EXPEDITION HANDBOOK

May:
- Circulate final report – including copies to the five copyright libraries and RGS
- Let EAC know your forwarding address
- Close accounts

June:
- Start planning next expedition

8 months after expedition

9 months after expedition