

	Morning	Afternoon	Evening
Sunday	Get activities organised and started on time Help AM with admin tasks	Afternoon off	Brief staff before activity Set up activity Lights Out Duty
Monday	Get activities organised and started on time Plan half day excursion and activities	Lunch supervision Brief staff on walking tour Lead walking tour	Help AM with admin tasks
Tuesday	DAY OFF		
Wednesday	Half day excursion	Planning Free time supervision	Evening off
Thursday	Breakfast duty Get activities organised and started on time Plan weekend excursions	Staff observations Plan rest of activities for the week	Evening activity Lights Out Duty
Friday	Morning off	Afternoon activity	Dinner duty Evening activity
Saturday	Pre-departure briefing Full day excursion		Evening off