

F <i>This table aims to help you with organizing specific events, for shorter and easier trips just skip the things that are not applicable</i>						
Category	What	Who	Until when	Ready	Comment	
1 WHAT						
1.1	Main goal -	What is the desired outcome, what do you want to achieve at the end?				
1.2	Concrete goals - -	How are you going to achieve the main goal, secondary goals that will help achieving the main one?				
2 WHO						
2.1	Leader	Who will be the leader/main organizer?				
2.2	Assistants	Who will be helping, responsibly for organizing the event?				
2.3	Other roles	For example: - technical leader - equipment - logistics - food and other general equipment - first aid - necessary materials and tools				
3 WHEN						
3.1	When do you plan to go?					
3.2	When do you start with organizing?					
3.3	Important deadlines I II III					
4 Where						
4.1	Country	Are permits required? If yes, what? From where/who we can get them? Other documents?				
4.2	Region					
4.2.1	Map	Paper and mobile application Description of the area GPX file				
4.2.2	Location	Camp and entrance				
4.2.3	Distance	Parking - Camp Camp - Entrance				
4.2.4	Approach to the cave	Features, eg.: - dangerous passages - animals - features of the locals - avalanches and steep areas - other risks				
4.2.4	Entrance	Nearby and suitable sources - marked on a map				
4.3	Object/s					
4.3.1	Horizontal or vertical					
4.3.2	Technical description	Is it available?				
4.3.3	Water related	Are there any active meanders and what happens with them when there is a lot of water? Risk of forming waterfalls, and critical passages during rain and high water.				
4.3.4	Temperature	Is the cave cold? What is the temperature				
4.3.5	Clothing	- PVC or Cordura - Wetsuit - Drybag - Other (eg. Is there a need for bivy, type of gloves, fleece overall - thick or reinforced with another fleece, etc.)				
4.3.6	Others	- Who visited and what does he know? - Key passages - straits, waterfalls, getting lost, etc. - Tips and suggestions				
4.4	Weather forecast	- Rain or snow - Temperature - high or low - Storms - are they typical of the area and what can be expected? - Exposed parts - risk of heat, storms, etc.				
5 Equipment						
5.1	Personal caving	- helmet with light and spare batteries - spare light with spare batteries - fleece overall, overall, boots, socks, gloves and spare gloves - harness with maillon cow tails, chest loop, foot loop, descender, 2 x ascenders - prusik rope и 3 carabiners - down jacket (or synthetic alternative) - hat and a buff - foil blanket				

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5.2 Personal bivy	- thermo base layer - spare socks - thin fleece - sleeping mat and sleeping bag - cutlery (cup and spoon) - caving bag (proper size)					
5.3 Food	- find example how to organise food here					
5.4 General bivy	- gas and stoves (few stove heads and lighters) - cooking pot/s - bivy - steinberg type tent or other - tarp					
5.5 General equipment	- drills and machines - survey kit - drill bits - bolt bag (спитарник, hammer, wrench, spits, pliers) - ropes - carabines - hangers - anchors (spit, pulse) - tapes - bags					
5.6 First aid	1 x splint (SAM splint) 4 x bandages 8cm 4 x gauzes 2 x triangular bandages 3 x gloves 1 x paracetamol 1 x foil blanket					
5.7 Medicines	8 x fervex 2 x neoangin 1 x nose drops 2 x. paracetamol					
5.8 Other	Ask those who has been there already					
6 RISKS	How to avoid or minimise?					
6.1 Country/region/approach						
6.2 Terrain	Avalanche, falls, getting lost					
6.3 Meteo	Frostbite, dehydration, etc.					
6.4 Cave/s	Labile passages, floods, loss, exhaustion, hypothermia, constrictions, ice					
6.5 Participants	Preparation and level, good communication, responsible attitude					
7 Participants						
7.1 Number						
7.2 List with names						
7.3 Check	Do they have the necessary personal caving and bivy equipment? Anything else?					
8 Communication						
8.1 E-mail	For complex and long term projects					
8.2 Whatsapp, facebook or viber group	Quick and immediate communication					
8.3 Google spreadhseet	For tables, budgets, lists, etc.					
8.4 Meetings	Questions, discussions, ideas, solutions					
9 DEBRIEF						
9.1 Have you achieved the set goals in time?						
9.2 Are the participats satisfied during and after the project?						
9.3 Have you managed to cope with all the issues and problems?						
9.4 Do you want to take the lead in organizing such event again?						