



volunteer event planner

Keep a small or midsize volunteer event well-coordinated.

EVENT BASICS

WHAT HELPERS NEED TO KNOW

RUN OF SHOW

VOLUNTEER ROLES

- ☐ Setup
- ☐ Welcome / check-in
- ☐ Food / refreshment
- ☐ Activity support
- ☐ Cleanup
- ☐ Float / troubleshoot

SUPPLIES + SIGNAGE

AFTERWARD

- ☐ Thank volunteers
- ☐ Return supplies
- ☐ Capture notes
- ☐ Store photos / docs



volunteer contact sheet

Record names, phone numbers, and assignment notes.

VOLUNTEERS

IMPORTANT CONTACTS

DETAILS

NEXT STEP

