

Use this template to help determine the number of volunteers you need, the skills you'd like them to have, and the roles they will take on to support you.

Event Basics

Event Title:		Date(s)/ Time(s):	
Location (name of venue, address):			
Est. Number of Attendees:		Est. Number of Volunteers Needed:	
Event Style: <input type="checkbox"/> Formal <input type="checkbox"/> Informal	Event Venue (check all that apply): <input type="checkbox"/> Indoor <input type="checkbox"/> Outside <input type="checkbox"/> Offsite <input type="checkbox"/> On-Site	Event Attire: <input type="checkbox"/> Formal <input type="checkbox"/> Business <input type="checkbox"/> Semi-casual <input type="checkbox"/> Casual	
Event Purpose: <input type="checkbox"/> Fundraising <input type="checkbox"/> Recognition <input type="checkbox"/> Day of Service <input type="checkbox"/> Community Awareness <input type="checkbox"/> Other _____	Attendees (check all that apply): <input type="checkbox"/> Program Participants <input type="checkbox"/> Donors <input type="checkbox"/> Board Members <input type="checkbox"/> Volunteers <input type="checkbox"/> General Public <input type="checkbox"/> Potential Supporters <input type="checkbox"/> Other _____	Event Partners/Co-Sponsors:	

Event Focus

Goals & Objectives of Event:	
Theme of Event:	
Scope & Limitations (including budget):	
Critical Success Factors:	
Event Team Lead(s):	Contact Info:
Event Committee:	Committee Meeting Schedule:

Event Agenda

What is the basic flow for the event? When does it start? When does it end? What activities take place and at what time throughout? Outline the agenda below.

Key Planning Milestones

Milestone/Deliverable	Planned Due Date

Event Shift Planning Template

Break out all of the separate tasks, dates and times to be performed, total number of shifts needed, and total number of volunteers per shift. This will give you a rough number of volunteers you need to recruit. This assumes all volunteers work only one shift. Reduce the total number of volunteers, as appropriate.

Volunteer Responsibilities	Dates	Start/End Times	Length of Shift (hours)	# Shifts Needed	# Volunteers Per Shift	Total # Volunteers
Role: Planning & Preparation						
Event Design & Planning						
Event Invitations/Ticket Sales						
Event Promotion						
Media Outreach						
Volunteer & Leader Recruitment						
Volunteer Reminders						
Event Logistics & Supplies						
Other:						
Other:						

Volunteer Responsibilities	Dates	Start/End Times	Length of Shift (hours)	# Shifts Needed	# Volunteers Per Shift	Total # Volunteers
Role: Set Up						
Guest Registration Area						
Volunteer Registration Area						
Coat Room/Storage						
Information Table						
Main Event Space						
Catering Tables/Bar						
Parking						
Other:						
Other:						
Other:						

Volunteer Responsibilities	Dates	Start/End Times	Length of Shift (hours)	# Shifts Needed	# Volunteers Per Shift	Total # Volunteers
Role: Main Event Support						
Parking Attendants						
Guest Welcome/Registration						
Cashier/Ticket Sales						
Coat Room Attendants						
Food Servers/Bartenders						
Entertainment						
Safety Team						
Auction Monitors						
Other:						
Other:						

Volunteer Responsibilities	Dates	Start/End Times	Length of Shift (hours)	# Shifts Needed	# Volunteers Per Shift	Total # Volunteers
Role: Clean Up						
Room Clean Up						
Supplies/Equipment Return						
Rental Return						
Vendor Payment/Tips						
Other:						
Other:						
Other:						

Volunteer Responsibilities	Dates	Start/End Times	Length of Shift (hours)	# Shifts Needed	# Volunteers Per Shift	Total # Volunteers
Role: Follow Up						
Volunteer Thank You Notes						
Donor Thank You Notes						
Participant Thank You Notes						
Vendor Thank You Notes						
Event Evaluation						
Other:						

Volunteer Responsibilities	Dates	Start/End Times	Length of Shift (hours)	# Shifts Needed	# Volunteers Per Shift	Total # Volunteers
Role: Other						
Other:						
Other:						

Total # Volunteers Needed for Each Phase	+ 10% No Shows	= Max. # Volunteers Needed
Planning & Preparation: Set Up: Main Event Support: Clean Up: Follow Up: Other:		
Total:	+ .10	=

Notes