**Name of Event**

**Date of Event**

**Where will it be held and what time**

**General Staff Information**

Attire: How do you want your staff/volunteers to be dressed?

Parking: Where will your volunteers park?

Check-in: Where will your volunteers meet/check-in on event day?

Food & Beverage: Will you be feeding your volunteers or will they need to eat prior to participating?

**Date**

**Job Descriptions**

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Job Function** | **Volunteer Time**  | **Job Responsibilities** |
| Names of volunteers for Job Function 1 | Job name (i.e. Registration Assistance)  | When should they be expected to arrive and when are their duties complete? This should be listed in chronological order, beginning with the first volunteer shift to arrive.  | * Bulleted list of more detailed responsibilities within each job function
 |
| Names of volunteers for Job Function 2 | Job Name (i.e. Parking/Directional Assistance)  |  | *
 |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Event Staff**

Name – Event Staff Lead

Name – Event Staff Assistance