

Template Volunteer Event Logistics & Details

How to Use This Document

Send this to volunteers in advance of a group volunteering event to keep everyone informed of the details of the day.



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<INSERT ORGANIZATION NAME HERE> would like to thank you for volunteering for the <INSERT ORGANIZATION NAME HERE> project with the <INSERT ORGANIZATION NAME HERE> program. Below are details for the project. Please review the following information and contact <INSERT NAME HERE> at <INSERT ORGANIZATION NAME HERE> (phone number /email listed below) if you have any questions. Looking forward to seeing you!

Project: _____ Date: _____

Location: _____ Time: _____

Contact: _____ Phone: _____

Cell number for day of event: _____ e-mail: _____

Non-profit Organization: _____

What you will be doing: _____

Project site address: _____

About the organization: _____