



Template Volunteer Event Schedule

How to Use This Document

Hosting an event with a lot of volunteers? Keep everyone organized with this template.



Template Volunteer Event Schedule

Time	Activity	
7:45 am	<p>Pre event information pertaining to Transportation, deliveries of materials, equipment, team lead arrivals etc.</p> <p>Example:</p> <p>Bus arrives at Corporate location</p> <p>All volunteers must be on board no later than 8am. The bus will leave promptly at 8am.</p>	
8:45am – 9:15 am	<p>Volunteer Registration & Breakfast</p> <p>Volunteers will arrive at the site and move through the registration process:</p> <ul style="list-style-type: none"> • Sign a waiver • Receive a name tag (with task assignment) • Move along to the breakfast area <p>Project information: <i>Event Day background, Partner history, Agency history and project impact</i></p>	<p>Be sure to dress for for physical labour. Closed toe shoes are required. Work gloves are suggested.</p>
9:15 am	<p>Project Orientation and Welcome</p> <p>Organization rep and Corporate partner:</p> <ul style="list-style-type: none"> • Call everyone to order and welcome the group to event • Why project was chosen / mission of corporate program • Introduce Agency VIP <p>Agency VIP:</p> <ul style="list-style-type: none"> • Welcome and thanks Corporate partner • Importance of corporate support for agency • Introduce principal event planner <p>Principal event planner:</p> <ul style="list-style-type: none"> • Safety briefing & importance of waivers • Location of Bathrooms, water, lunch schedule • Explain name tag assignments and ask for volunteers to find their Project Captains at the end of the gathering • Introduce the Project Captains 	10 minutes
9:30 am	Teams – work on your projects!	
11:30 am	<p>Lunch</p> <p>Lunch description and location</p>	30 min



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2:15 pm	Project Wrap Up <ul style="list-style-type: none">All projects must be completeStart wrap up and clean up	30 min
2:45 pm	Wrap Up Celebration Organization rep and Corporate partner: <ul style="list-style-type: none">Call everyone to orderThank you Agency and volunteersEvent day Reflection (Local Volunteer Centre rep)Introduce Agency VIP: Introduce Agency VIP: <ul style="list-style-type: none">Thank Corporate partnerPresentations Organization rep and Corporate partner: <ul style="list-style-type: none">Final thank you and farewell	15 minutes
3:00 pm	Event Day Ends	Buses will leave no later than 3:30 pm and return to corporate location