Sample Volunteer Schedule

[Event Name]

[Event Date & Time]

Location: [Event location, including address or directions if needed] Parking is available [description of where to park and if there's a fee]. See diagram below for more info.

Schedule and Assignments [sample below, adjust based on your event schedule and needs]:

8:00am	All arrive & check in

8:00-8:30am	[Volunteer names] set up registration
	[Volunteer names] put up signage

[Volunteer names] check in exhibitors/presenters and assist them with set up

8:30-9:00am	[Volunteer names] greet attendees
	[Volunteer names] check in attendees
	[Volunteer names] register walk-in attendees

[Volunteer names] check in exhibitors/presenters and assist them with set up

9:00am-11:00am	[Volunteer names] roam and answer questions
	[Volunteer names] stationed at [locations] to provide directions
	[Volunteer names] running [describe activity]

11:00am-11:45am	[Volunteer names] set out lunch
	[Volunteer names] clean up lunch

11:45am-12:30pm	[Volunteer names] greet attendees
	[Volunteer names] check in attendees
	[Volunteer names] register walk-in attendees

12:00-2:00pm	[Volunteer names] roam and answer questions

[Volunteer names] stationed at [locations] to provide directions

[Volunteer names] running [describe activity]

2:00-3:00pm   All hands assist with pack out and clean up

Format: [Short description of event format. EXAMPLE - Students will be able to roam the fair at their leisure, spending as much or as little time on activities as they would like. School chaperones are asked to ensure that students are actively participating in an activity.]

Attendance: [Short description of attendance, e.g. ___ students from grades ___ are expected]

Wi-Fi: [Insert Wi-Fi info]

Dress Code: [Describe what you would like your volunteers to wear, remind them to dress appropriately for the weather, especially if they will need to be outside]

Questions: If you have any questions or needs day of event, contact [best day of event point of contact] at [cell phone #] or [secondary day of event point of contact] at [cell phone #]

Site Plan: [fill in with your own example, recommend using screenshot from Google Maps Satellite]

Example Map

Staff & Exhibitor Parking

Outdoor Exhibits

Student Entrance

Exhibitor Load In/Out

Indoor Exhibit

Bus Drop Off

Bus Parking

Miller's Run School

Outdoor Exhibits