

Event Schedule and Logistics

Organization Name:

Event Name:

Event Date:

Event Time:

Nature of Event:

Event Location:

Volunteers Expected:

Event Contact:

TIME	TASK RESPONSIBILITY
7:00 a.m.	Setup begins
8:00	Registration begins
8:30	Welcome and Safety Talk
8:45	Tools distributed and event begins
11:30	Begin serving lunch
12:00	Raffle Closing
12:30	Dismantle/pack up

Names/Phone numbers for event staff and vendors:

Name/number

Name/number

Name/number

Name/number

Name/number

Directions to Event:

- (Include specific directions with mileage and any landmarks. Provide directional signage for remote locations).