

# VOLUNTEER COORDINATION CHART

Community Event Management

Event: \_\_\_\_\_

Date: \_\_\_\_\_

TIME SLOT	TASK / ROLE	VOLUNTEER NAME	CONTACT INFO	CHECK-IN
08:00 AM - 10:00 AM	Site Setup & Signage	Jane Doe	555-0101	[ ]
09:30 AM - 12:00 PM	Welcome Desk / Registration	Michael Smith	555-0102	[ ]
10:00 AM - 02:00 PM	Refreshment Station	Sarah Wilson	555-0103	[ ]
12:00 PM - 03:00 PM	Activity Coordinator	Robert Chen	555-0104	[ ]
02:00 PM - 05:00 PM	Event Photography	Elena Rodriguez	555-0105	[ ]
04:00 PM - 06:00 PM	Clean-up & Breakdown	James Taylor	555-0106	[ ]
				[ ]
				[ ]

**Coordinator Notes & Emergency Procedures:**

Volunteer Lead Contact: \_\_\_\_\_ | Last Updated:  
\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_