**Title of Event:**

**Date of Event:**

**Time of Event:**

**Address of Event:**

**Event Coordinators:**

* List the type of Coordinator – Name, Cell Phone Number:
* **Volunteers:**
* **Type of Volunteer:** Names
* \*Note: Provide any specific notes related to the volunteers.

**Dress:** Provide the expected dress for the event.

**Food/Drinks:** Provide any details related to food and drinks provided.

**Main events:** Explain what main events will be occurring.

**Assignments:**

**Overall Event:** List the name of the person responsible for overall event.

**Assist with Keeping Count:** List the name of the person helping to keep track of attendance.

**Assist with coffee/water** – List the name of the person helping with coffee and water.

**Colorectal Screening Sessions:** List the names of the individuals assisting with the colorectal screenings.

**Breast Cancer Screening Education Sessions:** List the names of the individuals assisting with the breast cancer screening education sessions.

**Colon Tours:** Provide details of the colon tour to include the name of the person overseeing the tours.

**Conference Room Entry Greeters:** List the names of the individuals serving as greeters.

**Runners (flow between Mammogram Van, Screening Education Room, and Colon Tours):** List the names of the individuals serving as greeters.

**Cancer Educational Handout Materials/Giveaways**: List the names of the individuals handing out materials and giveaways.

**Public Relations:** List the name of the individual serving as the photographer for the event.

**Schedule:**

(Provide a breakdown of activities along with time-frames)

**\*All Day Volunteers Lunch Breaks:**

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| Shift 1 – 11 AM to 12 PM | Shift 2 – 12 PM to 1 PM |
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