

Event Volunteer Sign-Up Sheet

A printable positions-and-shifts sheet for event day — plus a day-of coordinator block.

Event name

Date

Location

Day-of coordinator (name and phone)

Volunteer positions

Position	Shift time	Volunteer name	Phone / email
Setup crew			
Setup crew			
Registration / check-in table			
Registration / check-in table			
Food / concessions			
Food / concessions			
Activity station			
Activity station			
Floater / runner			
Photographer			
Cleanup crew			
Cleanup crew			

Notes for volunteers

Where to park and check in

What to wear / bring

Other notes

Tip. Paper sheets get lost between meetings. Clubs using online event sign-ups fill positions earlier because members can volunteer the moment the announcement lands – and reminders go out automatically.