

VOLUNTEER ASSIGNMENT WORKSHEET

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MASTER VOLUNTEER SCHEDULE

Assign one row per shift. Number each assignment and use the detail page for duties, backup coverage, and handoff notes.

Event: _____ Date: _____

Venue: _____

Coordinator: _____ Phone: _____

Schedule updated: _____ Sheet: _____ of _____

ASSIGNMENTS AND SHIFT COVERAGE

ID	VOLUNTEER / CONTACT	ROLE / STATION	TIMES	LEAD / STATUS
1	Name: Contact:	Role: Station:	Arrive: Shift: to:	Lead: Confirmed: ____ Checked in: ____
2	Name: Contact:	Role: Station:	Arrive: Shift: to:	Lead: Confirmed: ____ Checked in: ____
3	Name: Contact:	Role: Station:	Arrive: Shift: to:	Lead: Confirmed: ____ Checked in: ____
4	Name: Contact:	Role: Station:	Arrive: Shift: to:	Lead: Confirmed: ____ Checked in: ____
5	Name: Contact:	Role: Station:	Arrive: Shift: to:	Lead: Confirmed: ____ Checked in: ____
6	Name: Contact:	Role: Station:	Arrive: Shift: to:	Lead: Confirmed: ____ Checked in: ____

FINAL COVERAGE CHECK

Confirm coverage for setup, registration, auction floor, closing, checkout, item pickup, and cleanup. Check for overlapping shifts and arrange breaks or relief.

Open assignments / changes: _____

Coordinator copy: keep personal contact details within your event team.

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ASSIGNMENT DETAILS AND HANDOFF NOTES

Use the same assignment ID as the master schedule. Copy this page as needed and share each volunteer's instructions before the event.

Event: _____ Date: _____

ASSIGNMENT BRIEF

ASSIGNMENT ID: _____	VOLUNTEER: _____
Role / station	
Team lead / contact	
Responsibilities	
Backup / relief coverage	
Handoff notes	

ASSIGNMENT BRIEF

ASSIGNMENT ID: _____	VOLUNTEER: _____
Role / station	
Team lead / contact	
Responsibilities	
Backup / relief coverage	
Handoff notes	

Before leaving: update your team lead and confirm who is taking over any unfinished tasks.