

Event	Event Name Goes Here	Who to contact	Contact Information for Point Person	Contact people may overlap, or more may need to be listed.
When	Date and Time Go Here		Contact Information for Organization	
Where	Event Location		Contact Information for Event Host	
Set Up (insert time frame)	Name	Email	Organization	Information (Set up) (Lists Task that volunteers will be doing with times)
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During the Event (Insert Time Frame)	Name	Email	Organization	Information (Designated Tasks, Location, Time Frame)
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22				
Tear Down (Insert time Frame)	Name	Email	Organization	Information (Tear Down) (Insert information regarding time, location, task)
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