**(*Event Name*) Run of Show**

*updated (add date)*

Name of Project:

Location/Address:

Date/Time of Project:

* Set-up time:
* Check-in time:
* Welcome time:
* Program / Project time:
* Clean-up time:

Project Contact(s):

Project Contact Email(s):

Project Contact Phone Number(s):

Number of Volunteers Needed:

Volunteer Contact(s):

Volunteer Contact Email(s):

Volunteer Contact Phone Number(s):

Number of Volunteers Group will Bring:

**Project Description:** (*write a paragraph about the project, include what volunteers will do and why they are completing this project.)*

**Volunteer Recommendations (if applicable):** *(write up anything volunteers should know - e.g. the project will be outside; volunteers should bring water and wear hats; volunteers should park in a certain parking lot and check-in at the front desk; etc.)*

**Project Supplies:** *(list all supplies needed for project and who is providing them)*

* *Item 1 (provided by \_\_\_\_)*
* *Item 2 (provided by \_\_\_\_)*
* *Item 3 (provided by \_\_\_\_)*

**Run of Show:** *To ensure all details are accounted for, be very specific and thorough in each section! Someone should be able to run your project by reading the Run of Show.*

|  |  |  |
| --- | --- | --- |
| Lead Staff | Task | Time |
| ***Add name*** | Set-Up   * Building: signs with arrows for directions as needed. * *Add all necessary set-up tasks, including gathering and sorting materials, setting-up check-in table, reminding receptionist that volunteers are coming at a certain time, etc.* | *Add time* |
| ***Add name*** | Check-In   * *For less than 10 volunteers, 1 person can do check-in; for 10-20 volunteers, assign 2 people to check-in; for 20-40 volunteers, 3-4 people should do check-in; etc. (help with maps, directing)* | *Add time* |
| ***Add name*** | Welcome and Instructions   * *Share about your organization and Day of Caring! Tell them WHY this project matters.* * *Orient volunteers to the space and any rules or procedures they should follow, including:*   + *Where bathrooms are*   + *Time of event*   + *Where volunteers can find you or other staff if they have questions*   + *Any relevant photo policies* | *Add time* |
| ***Add name*** | Task   * *List all tasks details so that anyone could read this and know what to do and where to find what they need* | *Add time* |
| ***Add name*** | Task   * *List all tasks details so that anyone could read this and know what to do and where to find what they need* | *Add time* |
| ***Add name*** | Task   * *List all tasks details so that anyone could read this and know what to do and where to find what they need* | *Add time* |
| ***Add name*** | Task   * *List all tasks details so that anyone could read this and know what to do and where to find what they need* | *Add time* |
| ***Add name*** | Clean-Up & Thank You   * *Ask volunteers to help with all clean-up tasks* * *Bring volunteers back together, thank them for their work, and share the impact they made* * *Let me know how they can stay involved* | *Add time* |