

PLAN

Use this worksheet to create a timeline for what needs to be done, by when, and who is responsible. When planning, it's important to have milestones. These are short-term goals that help you achieve your goal of executing an awesome event! Some of these items may not apply to every service project. If they don't apply to yours, feel free to cross them off. You may need fewer or more milestones, but this is a good starting point. If needed you can use more blank sheets to expand on your notes and timeline.

What are we doing and who are we here to serve?

Now that you've identified all the resources and collaborators, let's create a timeline of key milestones leading up to the service project. This will help you stay organized and ensure everything is in place by the event day.

KEY MILESTONES & BACKDATING

Milestone	Deadline	Person(s) Responsible	Notes
Confirm the event location and time			
Finalize volunteers and assign roles			
Confirm any guest speakers/experts			
Secure additional supplies/equipment			
Set up social media flyers, advertising			
Finalize backup plan			
Hold volunteer orientation			
Event day: Setup execute project			
Event day: Cleanup and check out			

HAS IT BEEN PLANNED FOR

WHO IS RESPONSIBLE

- Volunteer Check In _____
- Supplies/ Equipment _____
- Welcome People to the Event _____
- Manage Volunteers During Event _____
- Food/Water Distribution _____
- Cleanup _____
- Location Confirmation _____
 - Contact Info for Venue: _____
- Transportation of Supplies _____
 - How will supplies be transported _____
- Materials/Supplies Confirmation _____
 - Where will supplies be stored before the event: _____
- Restrooms/Trash/Logistics _____
 - Additional Supplies: _____
- Back Up Plan _____

VOLUNTEER ORIENTATION PLAN

WHO IS RESPONSIBLE

- Orientation Content: _____
 - Purpose/Goal/Objective
 - Impact on the Community
 - Event Schedule
 - Emergency Procedures
- Communication with Volunteers _____
- Setup (Time & Tasks)
 - What needs to be set up: _____
 - Timeline for Setup: _____
- Event Oversight: _____
 - Floater Role: _____
 - Manager Role: _____

