

Nonprofit Event Volunteer Time Slot Planner

Event Name

Enter event name

Event Date

Location

Enter location

Time Slot

e.g. 9:00am - 10:00am

Task / Station

e.g. Registration Desk

Volunteer Name

e.g. Jane Doe

Notes

Optional notes

Planned Time Slots

Time Slot	Task	Volunteer Name	Notes
9:00am - 10:00am	Registration Desk	Jane Doe	
10:00am - 11:00am	Setup Crew	Michael Chan	Arrive early
11:00am - 12:00pm	Food Table	Sara Lee	Bring gloves