

Museum & Arts Center ~ Event Form # 2: Determining Your Volunteer Needs for an Event

This form consolidates tasks for event planners. Not all positions will be filled for each event. Please use this list to help plan MAC Events. Submit this form to the Director with forms 1 and 3. Thank you.

Event Name _____ Location _____

Event Date(s) _____ Times _____ Multi-Day _____

Set up Date & Time _____ Break down Date & Time _____

Event Chairperson _____ Phone _____

Cell Phone _____ Email _____

Alternate Chairperson & Phone # _____

A list for event planners- Please put the number of people needed for each task, or use this list to assign jobs.

Greeters _____

Runners/Table Sitters _____

Set Up _____

Break Down _____

Clean Up _____

Parking _____

Sales Staff:

Museum Store Sales _____

White Mastodon Sales _____

Raffle Sales _____

Event Organizer:

Event Permit _____

Liquor Permit _____

Food Handling _____

Food Preparation:

Bake Sale Solicitors _____

Ticket Sales _____

Kitchen Staff _____

Servers _____

Bake Sale Table Staff _____

Publicity Person:

Posters _____

Press Release _____

Website _____

Radio _____

Other _____

NOTES: