

# **Event checklist to help youth lead a volunteer project**



# Helping your Child Lead Volunteer Projects

## Event Checklist

**Ask yourself these questions:**

When is your event?

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What do I want people to do at the event?

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How will volunteers know where to go for the event?

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Who or what will welcome them and tell them what to do?

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What questions might volunteers have during the event? Who will answer the questions?

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# Helping your Child Lead Volunteer Projects

## Event Checklist

### **Ask yourself these questions:**

Will there be a sign-in sheet? Who will make the sign in sheet?

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Will there be food at the event? Who will purchase the food?

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Will there be music at the event? Who will bring the speaker with music?

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Do we need other people to help the volunteers? Who can we ask and what do they need to do?

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What do we need to do to set-up on the day of the event?

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# Helping your Child Lead Volunteer Projects

## Event Checklist

### Shopping List

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### Things to Do

What do we need to do?	Who will do it?	When does it need to be finished?

