



## Volunteer-Led Event Overview

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**Date and Time:**

Day, Month Date, Year

Starting Time

**Location:**

Venue  
Address Line 1  
Address Line 2  
City, State Zip

**Event Coordinator:**

**Supporting Volunteers:**

Person 1—Role/Responsibility  
Person 2—Role/Responsibility  
Person 3—Role/Responsibility

**Volunteer Opportunities:**

Volunteer Position 1  
Volunteer Position 2  
Volunteer Position 3

**Purpose**

Statement goes here in business paragraph form.

**Target Audience**

- People being honored
- People we are soliciting

**Theme or Message**

- May be bulleted list or paragraph form if longer.

**Talking Points**

- Talking Point 1
- Talking Point 2
- Talking Point 3

**Goals and Outcomes**

- Revenue Budgeted Goal
- Attendance Goal

## **Budget**

<b>Item</b>	<b>Unit</b>	<b>Expense</b>
Item 1	#	\$ XX.XX
Item 2	#	\$ XX.XX
Item 3	#	\$ XX.XX
Item 4	#	\$ XX.XX
Item 5	#	\$ XX.XX
<b>Total Expenses</b>		<b>\$ XX.XX</b>

Percentage of Budgeted Revenue:

XX%

## **Outline of Event**

- Program Scheduled Event 1
  - Detail 1
  - Detail 2
  - Detail 3
- Program Scheduled Event 2
  - Detail 1
  - Detail 2
  - Detail 3
- Program Scheduled Event 3
  - Detail 1
  - Detail 2
  - Detail 3

## **Sample Timeline (Start Date – End Date)**

Month Date Task 1  
Month Date Task 2  
Month Date Task 3  
Month Date Task 4  
Month Date Task 5  
Month Date Task 6  
Month Date Task 7  
Month Date Task 8  
Month Date Task 9  
Month Date Task 10  
Month Date Task 11  
Month Date Task 12  
Month Date Task 13  
Month Date Task 14  
Month Date Task 15