

# Easter Event Organizer

## Printable Planning Checklist

### Step 1: Define Helper Roles

- List 10–15 specific volunteer roles (helpers & things to bring)
- Determine time slots for each role
- Add short, simple role descriptions

### Step 2: Create Your SignUp

- Name your event clearly (Details tab)
- Add a friendly welcome message (Details tab)
- Add arrival times, date(s), and role details (Spots tab)
- Set realistic volunteer quantities (Spots tab)
- Include parking & check-in info in ‘extra details’ box (Spots tab)

### Step 3: Invite Helpers

- Send invitations through SignUp email tool to your full contact list
- Post link in Facebook groups and other social channels
- Include link in church bulletin, or school / community newsletter

### Step 4: Promote & Build Momentum

- Post reminders on your channels 1–2 times before event
- Encourage early sign-ups to build momentum

### Step 5: Day-Of Preparation

- View volunteers role list from your SignUp Reports tab
- Print volunteer instructions sheets (*include a helper spot for this!*)
- Prepare signage for parking & check-in (*include a helper spot for this!*)
- Plan set up of Volunteer Welcome Table (*include a helper spot for this!*)
- Enable electronic volunteer check-ins (Dashboard > My Tools)

