



The Easter Organizer Toolkit

Recruit Helpers with Ease

Instructions for Using This Easter Organizer Toolkit

This toolkit is your shortcut to a smoother, sweeter Easter celebration.

We created it to save you time (because you've got enough on your plate already). Use the examples to spark your own ideas, customize the messaging to match your event, or simply copy, paste, and roll with it.

Whether you tweak a little or use it as-is, you'll be planning faster — and hopping ahead with confidence.

What's Inside

Pre-Event Logistics (online with SignUp)

1. Easter Event Organizer 15-Minute Action Plan Overview
2. Printable Easter Event Planning Checklist
3. Editable Role Planning Frameworks with Copy & Paste Options
 - General Easter Event
 - Easter Brunch
 - Easter Egg Hunt
4. Copy & Paste Messages for:
 - SignUp Welcome Message
 - Invitations via SignUp
 - Invitations via newsletter or bulletin board
 - Invitations via Email
 - Invitations via Social Posts
5. Easter Egg Count Calculator

Day-Of Quick-Reference Instructions for Volunteers

6. Printable Day-Of Volunteer Instructions Sheet

Easter Event Organizer

15-Minute Action Plan Overview

Minutes 0–5: List Your Helper Roles

Don't overthink it. Most Easter events need 10–15 types of helpers.

💡 **Pro Tip:** Keep roles specific. “Help with Easter” is vague. “Hide eggs from 9:00–9:30am” fills faster.

Minutes 5–10: Create Your Free SignUp

Now turn that list into action. When setting up your SignUp:

- ✓ **Details Tab:** Enter event name, welcome message, location, etc.
- ✓ **Spots Tab:** Add arrival & delivery times, set quantities, event date(s), & simple role descriptions.
- ✓ **Settings Tab:** Select a badge or upload your own, then choose a fun theme/background that fits your event

Minutes 10–15: Send Invite Messages

SignUp will send your invitations for you, OR
Get a shareable link to paste into email, newsletters, webpages, etc.

Now spread the word. The more visibility, the faster it fills.

- ✓ Email your list
- ✓ Text your core group
- ✓ Post in your parent Facebook group + other social channels
- ✓ Add it to your website
- ✓ Include it in your newsletter

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)

Details Tab: Copy & Paste SignUp Event Name

EXAMPLE 1:

Church Easter Brunch & Egg Hunt

EXAMPLE 2:

Neighborhood Easter Egg Hunt

Details Tab: Copy & Paste Welcome Message

EXAMPLE 1 (general Easter event):

Thanks for hopping in to make our Easter event egg-stra fun!

For families participating in the egg hunt, please sign up each person individually so we have an accurate head count.

EXAMPLE 2 (Easter brunch):

We're so egg-cited you're hopping in to help make our Easter brunch egg-stra special! 🐰🥕

To help us plan seating, food, and all the festive details, please sign up each guest individually so we have an accurate head count. We can't wait to gather around the table with you!

Spots Tab: Copy & Paste Helper Roles + Task Descriptions (Starter List for **General Easter Event** SignUp)

Egg Prep Helpers

- Stuff 50 eggs at home
- Hide eggs
- Refill eggs between hunt rounds

Event Setup Crew

- Set up tables & signage
- Place baskets & activity stations
- Decorate the event space

Activity Helpers

- Face painting assistant
- Craft table helper
- Scavenger hunt clue station

Event Support

- Parking lot guide
- Welcome table greeter
- Prize table monitor
- Prize table restocker

Cleanup Crew

- Collect leftover eggs
- Trash & recycling collection
- Pack up decorations

Spots Tab: Copy & Paste Helper Roles + Task Descriptions (Starter List for **Easter Brunch SignUp**)

Food & Beverage Prep

- Prepare fruit tray (serves 20)
- Bake & bring 2 dozen muffins
- Prepare breakfast casserole (9x13 pan)
- Bring 2 gallons of juice
- Bring 1 large salad
- Set up coffee & beverage station

Event Setup Crew

- Set up tables & chairs
- Place tablecloths & centerpieces
- Set out plates, cups & utensils
- Arrange buffet table
- Set up drink station

Hospitality Team

- Welcome table greeter
- Help direct guests to seating
- Refill beverage station
- Monitor buffet line
- Assist elderly guests as needed

Event Support

- Parking lot guide
- Overflow seating helper
- Child-friendly table setup monitor
- Photo area helper

Cleanup Crew

- Clear tables after brunch
- Trash & recycling lead
- Wash serving dishes
- Pack up decorations
- Leftover food coordinator

Spots Tab: Copy & Paste Helper Roles + Task Descriptions (Starter List for **Easter Egg Hunt SignUp**)

Egg Hiders (2–4 helpers)

Help scatter eggs around the hunt area (or re-hide between rounds if needed).

Glow Patrol (2 helpers)

Help place glow eggs, glow sticks, or boundary markers and keep an eye on lighting during a glow-in-the-dark hunt.

Clue Keepers (1–2 helpers)

Hand out clues, reset clue stations, or give friendly hints if teams get stuck.

Color Captains (2 helpers)

Help kids collect the right egg colors and keep things fair during color-coded hunts.

Prize Station Helpers (2 helpers)

Hand out candy, toys, or prizes once kids complete an activity or challenge.

Activity Checkers (1–2 helpers)

Cheer kids on and give the official “you did it!” once an action or golden egg challenge is complete.

Bunny Trail Guides (1–2 helpers)

Help toddlers and younger kids follow the bunny trail and keep pacing gentle.

Indoor Spotters (1 helper)

Make sure indoor eggs stay safe, visible, and reachable for kids.

Crowd Wranglers / Energy Managers (1–2 helpers)

Help with lining up, turn-taking, and keeping the happy chaos under control.

Invite Tab: Copy & Paste Invitation Message (sent via SignUp)

EXAMPLE 1:

We're using SignUp to organize volunteers, supplies, and all the festive fun for our Easter event. 🐣 Just click the link below to see how you can join in and grab your spot. SignUp will send you automatic reminders closer to the event.

Thanks for helping us make this Easter celebration egg-ceptional!

EXAMPLE 2:

We're using SignUp to bring all the Easter brunch magic together — from volunteers and tasty dishes to the little details that make the day shine. 🌸🐰

Just click the link below to see where you can jump in and save your spot. SignUp will send friendly reminders as the big day gets closer, so nothing slips through the cracks.

Thanks for helping us make this Easter gathering extra joyful, delicious, and full of springtime cheer! 🐣🌟

Invite Tab: Copy & Paste Newsletter/Bulletin Board Message

EXAMPLE 1:

We're looking for Easter event helpers! From egg stuffing to setup and cleanup, there are simple ways to pitch in. Sign up here: [Insert SignUp Link]

EXAMPLE 2:

Can you hop in to help us pull off an egg-stra special Easter event? See how and sign up here: [Insert SignUp Link]

Invite Tab: Copy & Paste Email Message

EXAMPLE 1:

Subject: Can You Hop In to Help with Easter? 🐰

Hi friends!

We're getting ready for Easter — can you hop in to help make this year egg-stra special? From stuffing eggs to welcoming families, there are quick, easy roles to choose from.

No account registration is required, and SignUp will send automatic reminders closer to event time.

Take a peek and sign up here: [Insert SignUp Link]

Thank you for helping us make Easter egg-stra special!

EXAMPLE 2:

Subject: Every Bunny Needed! 🐰

Hi peeps!

We're making our Easter event planning sweet and simple with SignUp — organizing volunteers, goodies, and every bunny's favorite activities! 🐰🌸 Click the link below to hop in, pick your favorite way to help, and claim your spot.

It only takes a minute, and SignUp will send you friendly reminders as the big day gets closer (no sticky notes required!). 🐣✨

[Insert SignUp Link]

Thank you for helping us sprinkle a little extra joy and make this Easter celebration truly egg-stra special! 🍷🥚

Invite Tab: Copy & Paste Social Post Message

EXAMPLE 1:

We're planning our Easter event and need a few awesome helpers! 🐰❤️

Can you hop in to help make the day smooth, joyful, and egg-stra fun? From quick setup roles to hiding eggs, there's a spot for every bunny.

Grab your spot here:

👉 [Insert SignUp Link]

Thank you for helping us make this Easter celebration one to remember! 🌸🌟

EXAMPLE 2:

We're organizing our hoppin' Easter event and looking for a few friendly helpers to make this year egg-stra special. Whether you can lend a hand for setup, activities, or cleanup – we'd love to have you!

It only takes a minute to sign up:

👉 [Insert SignUp Link]

Let's sprinkle a little extra joy together! ❤️🐰

Easter Egg Count Calculator / Formula

Use this formula to avoid under-stuffing your egg hunt:

Easter Egg Count Calculator	
Step 1	Number of Kids × Eggs Per Kid = Base Egg Count
Step 2	Add 10–15% buffer for lost, broken, or extra needs (Base Egg Count x 15% = buffer)
Example	75 kids × 12 eggs = 900 eggs + 15% buffer (135) = 1,035 eggs

Easter Event Volunteer Instructions

CHECK-IN

- ✓ Pick up:
 - Name tag
 - Supplies
 - Role instructions
 - Other: _____

SUPPLIES & SETUP

Your materials are located: _____

If something is missing, contact: _____

Quick setup notes: _____

EVENT FLOW REMINDERS

- ✓ Smile & welcome families
- ✓ Keep instructions simple and upbeat
- ✓ Redirect questions to the event lead
- ✓ Safety first – especially during egg hunts

Special notes for this event: _____

EMERGENCY CONTACT INFO

Event Lead Name: _____

Cell Phone: _____

On-site First Aid Location: _____

Weather backup plan (if applicable): _____

If there is an urgent issue, contact the Event Lead immediately.

CLEANUP PLAN

Cleanup begins at: _____

Trash & recycling location: _____

Final walkthrough lead: _____

Thank you for helping make this Easter egg-stra special!