

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!