



Running Order

VOLUNTEER.IE



**Volunteer
Ireland**
Obair Dheonach Éireann



Day of Event Running Order

Use the list below to make sure you have everything ready for your volunteer activity. Remember to have fun and enjoy the day!

Have I?	Completed
Set up a volunteer sign in area?	
Set up a refreshment area with tea, coffee, biscuits, water?	
Confirmed the time volunteers are due to arrive?	
Turned on some music (if you have speaker and a Spotify account)?	
All the necessary tools, materials, supplies needed for the activity?	
Organised the lunch for later in the day?	
Taken some before photos	

Volunteers have arrived, what do I do next?	Completed
Ensure everyone has signed in	
Give an introduction to your organisation (remember they want to hear about the people you serve, how you support them and how their project will help)	
Give an overview of the activity plan for the day, what tasks will be accomplished	
Provide a health & safety overview (based on the risk assessment)	
Assign tasks (break into groups if you have a large number of volunteers)	
Assign team leads for large groups (if the company has not already assigned them)	

Throughout the Day	Completed
Ensure everyone has a job to do at all times	
Ensure work is being done correctly and to a high standard	
Ensure everyone is staying safe	
Remind volunteers to stay hydrated and keep their energy up	
Break for lunch for 40 minutes	

At the end of the Day	Completed
Assign volunteers to start the clean up process (one hour before the end)	
Assign any last minute jobs and ensure volunteers complete all clean up tasks	
Conduct a short debrief session and thank your volunteers	
Take a group photo and after pictures and send to the company	



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