Who is covering the event?

Avoid last-minute confusion about people, shifts and responsibilities.

Three steps

1. List essential roles
2. Ask each person to confirm
3. Keep a simple check-in point

A worked example

Shift	10:00-11:00
Task	Welcome desk
Confirmed volunteer	Volunteer A
Backup	Coordinator
Check-in	09:50

A confirmed shift and backup give the coordinator a clear next step.

Collect only the contact information needed for coordination.

Who is covering the event?

Use one row per item or decision. Start with what you know.

Shift	Task	Confirmed volunteer	Backup	Check-in

My next action / when