



Volunteers Checklist

One Year - Eight Months Out

- Build Committee

Two Months Out

- Contact all committee chairs to find out how many volunteers they will need
- Start collecting volunteer leads

One Month Out

- Continue to refine how many volunteers are needed for each department
- Reach out to potential volunteers
- Start volunteer sign up lists and build spreadsheet
- Discuss volunteer t-shirt design

Three Weeks Out

- Assign captains for the following departments: Marketplace, Shoe Guys, Auction, Backstage, Check-In, Set-up, Fashion Show
- Create volunteer information packets out with assignments and schedule
- Finalize volunteer t-shirt design

Two Weeks Out

- Confirm all volunteers
- Send volunteer information email with assignments and schedule
- Order t-shirts

One Week Out

- Refine volunteer positions and adjust for any changes

Day Of Event

- Hand out t-shirts
- Walk through venue with volunteers, captains, and mobilize!