

LEPC USER – PASS THIS OUT AT MEETINGS FOR PEOPLE TO SIGN UP FOR SLOTS, WE SUGGEST PRINTING IN BLACK AND WHITE AS MOST PENS WON'T WRITE WELL ON YELLOW-AS SLOTS FILL, CHANGE THE BACKGROUND/FILL COLOR TO WHITE. WE PUT THE ENTIRE SCHEDULE OUT AT THE BEGINNING OF THE YEAR SO PEOPLE CAN PUT IT ON THEIR SCHEDULE. ONCE SIGNED UP, WE SEND OUT A CALENDAR INVITE JUST TO GET IT ON THEIR CALENDAR. THIS IS PUT IN CHRONOLOGICAL ORDER. WE SUGGEST THAT YOU KEEP EACH EVENT TO ONE PAGE FOR EASE OF THE VOLUNTEER TO SIGN UP.

Festival

[BUILDING, BUSINESS NAME]

[ADDRESS FOR EVENT]

[DAY OF THE WEEK], [DATE]

ACTIVITY	NAME & PHONE #	NAME & PHONE #	NAME & PHONE #	HOURS
Set-Up/Man Booth				TBD
Man Booth/Break Down				TBD

[SECOND DAY, IF MULTIPLE DAYS]

ACTIVITY	NAME & PHONE #	NAME & PHONE #	NAME & PHONE #	HOURS
Set-Up/Man Booth				TBD
Man Booth				TBD
Man Booth/Break Down				TBD



5K

[BUILDING, BUSINESS NAME]

[ADDRESS FOR EVENT]

[DAY OF THE WEEK], [DATE]

ACTIVITY	NAME & PHONE #	NAME & PHONE #	HOURS
Set-Up, Man Booth, & Break Down			7:30 am – 10:30 am
Wally			7:30 am – 10:30 am

New Teacher Onboarding

[BUILDING, BUSINESS NAME]

[ADDRESS FOR EVENT]

[DAY OF THE WEEK], [DATE] (Booth Set-Up)

ACTIVITY	NAME & PHONE #	NAME & PHONE #	HOURS
Set-Up Booth			1:00 pm – 3:00 pm

DATE OF ACTUAL EVENT (Event)

ACTIVITY	NAME & PHONE #	NAME & PHONE #	HOURS
Man Booth & Break Down			7:30 am – 10:00 am
Man Booth & Break Down			7:30 am – 10:00 am

National Night Out

[BUILDING, BUSINESS NAME-LOCATION IS TYPICALLY AT A HOUSE FOR DEER PARK]

[ADDRESS FOR EVENT]

[DAY OF THE WEEK], [DATE]

ACTIVITY	NAME & PHONE #	NAME & PHONE #	HOURS
Set-Up, Man, Break-Down Booth			6:00 pm – 8:00 pm
Wally			6:00 pm – 8:00 pm



Hot Zone Conference [OR OTHER TRAINING EVENT]

[BUILDING, BUSINESS NAME]

[ADDRESS FOR EVENT]

[DAY OF THE WEEK], [DATE] (Booth Set-Up)

ACTIVITY	NAME & PHONE #	NAME & PHONE #	HOURS
Set-up Booth for next day			Exact time TBD, afternoon sometime

Friday, October 21, 2022 (Event)

ACTIVITY	NAME & PHONE #	NAME & PHONE #	HOURS
Man Booth			7:00 am - 9:00 am
Man Booth			9:00 am - 11:00 am
Man Booth			11:00 am - 1:00 pm
Man Booth & Break Down			1:00 pm - 3:00 pm



Senior Citizen – Shelter in Place – Outreach

[BUILDING, BUSINESS NAME]

[ADDRESS FOR EVENT]

[DAY OF THE WEEK], [DATE] – WE TYPICALLY HOLD IN DECEMBER AT THE CITY'S SENIOR CENTER

ACTIVITY	NAME & PHONE #		HOURS
Presentation	[VOLUNTEER NAME] [CELL PHONE] [EMAIL ADDRESS]		10:00-11:00 am
Sign-Up Seniors for Code Red/Answer Questions			10:00-11:00 am
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