

Example: Roster for the Week of _____

Volunteer	Position	Time	Time in	Time out	
	coordinator	4:00-5:00			
	Prep	1:30 -5:00			
	Prep	1:30-5:00			
	Prep	1:30-4:00			
	Prep	2:30-5:00			
	Set up	1:30-2:30			
	Set up	3:00-5:00			
	Set up	1:30-3:00			
	Set up	3:00-4:30			
	MC	5:30-6:00			
	Greet	4:30-5:40			
	Security	5:00-6:45			
	MC	5:15- 6:00			
	Kitchen/runner	5:00-7:00			
	Serving / clean up	5:00-7:00			
	Serve/ clean-up	5:00-6:30 pm			
	Serve/ clean-up	5:00-7:00			
	Serve/ clean-up	5:00-7:00			
	Servers list	4:30-6:30			
	serving	5:15 -7:00			
	serving	5:00-6:00+			
	Serving / clean up	5:00-7:00			
	Serve/ clean-up	5:00-7:00			
	Beverage Table	4:30-6:00			
	serve	5:15-7:00			
	Serve/ clean-up	5:00-7:00			
	Serving / clean up	5:00-7:00			
	Serve/clean-up	5:00-7:00			
	<i>Serve/clean-up</i>	5:00-7:00			
	<i>kitchen /runner</i>	5:00-7:00			
	<i>Serve/clean-up</i>	5:00-7:00			
	<i>dessert/ dishes</i>	5:00-7:00			
	Serve/Dishes	5:00-7:30			
	Dishes	6:00-7:45			
	Dishes	5:00-7:30+			
	Dishes	5:00-8:00			close
	laundry				