**Civic Event Template**

**Event Organizers and contact info:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Site and Address:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Site Contact:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Needs from Site:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Date and Time:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Materials:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Dress Code:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Description of Event:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Put on Facebook**

**Put on Website**

**Put in TWAB**

**Created VolunteerSpot sign up**

**Set-up duties:** DOUBLE CLICK TO ENTER INFORMATION HERE

**During event:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Clean-up:** DOUBLE CLICK TO ENTER INFORMATION HERE

**Targeted Number of Volunteers:** DOUBLE CLICK TO ENTER INFORMATION HERE