

Theatre Volunteer Sign-Up Sheet

Instructions

Define shifts and responsibilities:

List the date, start and end time, task, location and number of volunteers needed. Describe any arrival or training expectation so people can choose an appropriate slot.

Collect only appropriate details:

Ask for a name and a contact method that the coordinator can use to confirm the shift. If a sign-up sheet is visible to others, do not ask volunteers to write private details there.

Confirm and fill remaining slots:

Have the coordinator mark each sign-up as confirmed, contact volunteers directly about changes and keep a current record of uncovered positions. Share public signup links only through channels your organization controls.

Production details

Production / event: _____

Volunteer coordinator: _____

Venue: _____

Sign-up deadline: _____

How the coordinator will confirm shifts: _____

For a public paper sheet, omit contact details and let volunteers contact the coordinator privately. This worksheet is not itself a hosted online sign-up form.

Date	Shift start	Shift end	Volunteer role / task	Location	Volunteer name	Contact method (private copy)	Coordinator confirmed	Coverage notes

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