SOUL Vancouver
Informational Event Form

Event/Venue: ________________________________ Date: ____________

Location: ____

Location Contact (Name/Number): _____________________ / ____________

**** For Events with multiple dates, use one form per date. Once signed up, Volunteers are responsible for finding their own replacement(s) should s/he later be unable to meet his or her shift commitments.***

Coordinator: _____________________________ Contact #: _____________

Volunteers Signed Up:	**OMGer (✔)**	**Scheduled Times** (filled by Coordinator in advance of Event)	**Actual Times** (filled by Volunteer at Event)

A copy of this form should be submitted to the OMG Committee within 1 week of the Event. By Email: OMGVolunteerHours@gmail.com; by Fax to: 604.222.3589; or in person to an OMG Committee member.

General Comments About Event/Venue:

Attendance? (Approximate numbers on date indicated; or general comments) _____

_____

Weather a factor? _____

_____

Was the event well-organized? _____

_____

Was the booth/table located in an accessible location? _____

_____

Did it have good visibility? _____

_____

Enough materials on hand to attract and/or interest event-goers? _____

_____

Enough Volunteers on hand to adequately staff the table/booth? _____

_____

Suggestions about future attendance at this event? _____

_____

_____

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