## Managing Volunteers template

This Managing Volunteers template is suitable for use by non-council Crown land managers (CLMs) and has been created to assist CLMs manage and plan for events held on a Crown reserve. The template is recommended to be used to plan one-off events and can be edited and adapted to suit a range of events held on Crown reserves.

Events and other activities on reserves managed by other parties (e.g user groups or individuals hiring a site at a reserve) require a separate lease or license agreement. Refer to the Leases and licenses section for more information <https://reservemanager.crownland.nsw.gov.au/using-crown-reserves/leases-and-licences2>.

If you noted any risks during your event that are ongoing please record the risks using the Risk Register accessible via the [Reserve Portal](https://portal.crownland.nsw.gov.au/login.aspx?ReturnUrl=%2f).

Further information is available on the Crownland Reserve Manager website <https://reservemanager.crownland.nsw.gov.au/>

# Managing Volunteers Template

**NAME OF RESERVE CLM CONTACT**

**NAME OF EVENT EVENT CONTACT**

**DATE EMERGENCY CONTACT**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Task** | **Number of volunteers required** | **Special skills required** | **Date and time required** | **Training required** |
| Set-up |   |   |   |   |
| Registration and ticket sales  |   |   |   |   |
| Running activities (list each activity) |   |   |   |   |
| Auctions  |   |   |   |   |
| Competitions |   |   |   |   |
| Ushers |   |   |   |   |
| Waiters |   |   |   |   |
| Music |   | Demonstrated skills  |   |   |
| Technical staff |   | Demonstrated skills  |   |   |
| Catering |   | Food handling course |   |   |
| Security |   |   |   |   |
| Media liaison |   |   |   |   |
| Clean-up |   |   |   |   |
| Other  |   |   |   |   |