Event volunteer induction record

Complete with the actual workplace arrangements. Read the accompanying guide, agree the local procedure and identify who will check the record.

Venue / event	
Owner / date / version	
Event / date / role	
Location / map reference	
Supervisor and backup	
Communication method	
Emergency / welfare procedure reference	
Understanding checked	
Follow-up / attendance	

Before use: Confirm the role and boundaries. Show the location and routes. Test the communication method. Identify support and escalation contacts. Check understanding and record attendance.

Follow-up

Action	Owner	Due / trigger	Completed

Keep completed records with the appropriate access restrictions. Save your entries before closing.

Read the accompanying guide online