

NOTES

- Update this table/document however you need to; the idea is to get all information in one place – what needs to be done, when and who will be responsible.
- You may want to add a column for date if your pre/post-event to do's will spread over a few days
- If you have a large number of volunteers you can include each in a group and use the group name in the 'Owner' column. Be sure to list who is in each group on this page for reference.
- We'd love to see if you have any additional ideas for this document that may help others – share them with us at MRC@UMN.edu