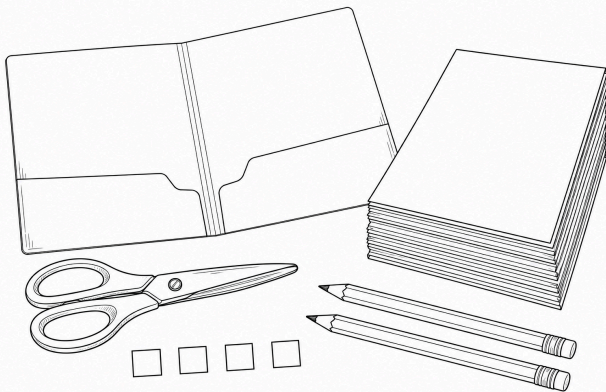


A CLEAR CHECKLIST, EVEN IN BLACK AND WHITE

Fictional volunteer planning sheet / monochrome print



Before the workshop

Done	Task	Owner	Review point
☐	Count materials	Coordinator	One kit per seat
☐	Arrange tables	Venue lead	A clear walking route
☐	Prepare signs	Editor	Large type and clear arrows
☐	Check the plan	Team	Roles are understood

Notes for the team

Lines, checkboxes and hatching carry the structure without relying on color.

Fictional planning example. Review arrangements for the actual venue.