

Trade Show Booth Staff Schedule Template

Event Name: _____

Event Date(s): _____

Event Location: _____

Time Slot (60 minutes)	Staff Members	Role	Break Time (15 minutes within timeslot)	Notes
<div style="background-color: #d3d3d3; padding: 2px; text-align: center;">:</div> <p style="text-align: center;">to</p> <div style="background-color: #c1e1c1; padding: 2px; text-align: center;">:</div>				
<div style="background-color: #d3d3d3; padding: 2px; text-align: center;">:</div> <p style="text-align: center;">to</p> <div style="background-color: #c1e1c1; padding: 2px; text-align: center;">:</div>				
<div style="background-color: #d3d3d3; padding: 2px; text-align: center;">:</div> <p style="text-align: center;">to</p> <div style="background-color: #c1e1c1; padding: 2px; text-align: center;">:</div>				
<div style="background-color: #d3d3d3; padding: 2px; text-align: center;">:</div> <p style="text-align: center;">to</p> <div style="background-color: #c1e1c1; padding: 2px; text-align: center;">:</div>				
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Note: This template is formatted for a 5-person team working a 6-hour event in 2-person shifts.