

Trade Show Booth Staff Schedule Template

Event Name: _____
 Event Date(s): _____
 Event Location: _____

Time Slot (60 minutes)	Staff Members	Role	Break Time (60 minutes)	Notes
<div style="background-color: #d3d3d3; padding: 2px; text-align: center;">:</div> <p style="text-align: center;">to</p> <div style="background-color: #d3d3d3; padding: 2px; text-align: center;">:</div>				
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Note: This template is for a 4-person team working a 6-hour event in 3-person shifts. Giving each staff member a 60-minute break allows time to rest, eat lunch, check email, and explore the event off the clock.