

EVENT STAFFING PLAN FOR (event name): _____

Master Staffing Schedule

[illegible]

RECOMMENDED ZONES FOR PARTNERED SPECIAL EVENTS:

Guest Services / Information Booth:

ROLE	QTY	SHIFT START	SHIFT END	DUTIES & RESPONSIBILITIES

Examples of duties & responsibilities for Guest Services/Information Booth:

Provide wayfinding and event information

Assist with ADA accommodations

Manage lost & found

Provides bottles of free chilled water for attendees/volunteers

Has the first aid kit

Activity / Vendor Support:

ROLE	QTY	SHIFT START	SHIFT END	DUTIES & RESPONSIBILITIES

Examples of duties & responsibilities for Activity / Vendor Support:

Routinely check on vendors and activity personnel and help where needed

Monitor compliance with event rules

Report issues promptly

Set-Up / Load-In:

ROLE	QTY	SHIFT START	SHIFT END	DUTIES & RESPONSIBILITIES

Examples of duties & responsibilities for Set-Up / Load-In:

Assists with the set-up of the event's infrastructure prior to the event

Provide traffic control for incoming vendors & ensure that they rapidly unload and remove their vehicle before setting up

Watch over vendors' merchandise while they are parking their vehicles

Assist vendors setting up their booths

Breakdown / Load-Out:

ROLE	QTY	SHIFT START	SHIFT END	DUTIES & RESPONSIBILITIES

Examples of duties & responsibilities for Breakdown / Load-Out:

Assist vendors with breaking down booths and taking merchandise to the departure location

Provide traffic control for outgoing vendors & ensure that they rapidly load their vehicle and depart

Prevent vendors from bringing their vehicle to departure prior to breaking down booth

Watch over vendors' merchandise while they are retrieving their vehicles

Sanitation / Trash Removal:

ROLE	QTY	SHIFT START	SHIFT END	DUTIES & RESPONSIBILITIES

Examples of duties & responsibilities for Sanitation / Trash Removal:

- Continuously monitor both any permanent trash cans and also rolling garbage cans
- Remove bagged trash from full receptacles and take to the roll-off dumpster assigned to the event
- Replace bags in receptacles
- Monitor the event venue for trash on the grounds (grabbers and gloves highly recommended)
- Monitor the public restrooms and replenish items as needed
- At the end of the event, remove bagged trash and replace with fresh bags
- Return any rolling garbage cans to the designated location