STAFF SCHEDULING FORM

2-5 MAY 2005
RELIANT CENTER
HOUSTON, TX USA

BOOTH NUMBER _____

Without prior planning, an exhibit can be overstaffed or understaffed. Knowing who is on duty, when and why is important. By completing the following chart, you can operate your exhibit more efficiently.

Installation Hours		**Exhibition Show Hours**		**Dismantling Hours**	
Wednesday, 27 April	8am - 5pm	Monday, 2 May	9am - 5:30pm	Thursday, 5 May	2pm - 10pm
Thursday, 28 April	8am - 5pm	Tuesday, 3 May	9am - 5:30 pm	Friday, 6 May	8am - 6pm
Friday, 29 April	8am - 5pm	Wednesday, 4 May	9am - 5:30 pm	Saturday, 7 May	8am – 6pm
Saturday, 30 April	8am - 6pm	Thursday, 5 May	9am - 2:00 pm		
Sunday, 1 May	8am - 12pm				

TIME	DAY	NAME	DEPARTMENT/COMPANY