STAFF SCHEDULING FORM

3–6 MAY 2010
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, 28 April 0800–1700	Monday, 3 May 0900–1730	Thursday, 6 May 1400– 2200
Thursday, 29 April 0800–1700	Tuesday, 4 May 0900–1730	Friday, 7 May 0800–1800
Friday, 30 April 0800–1700	Wednesday, 5 May 0900–1730	Saturday, 8 May 0800–1800
Saturday, 1 May 0800–1700	Thursday, 6 May 0900–1400	Sunday, 9 May 0800–1200
Sunday, 2 May 0800–1200		

TIME	DAY	NAME	DEPARTMENT/COMPANY