STAFF SCHEDULING FORM

Without prior planning, an exhibit can be over-staffed or under-staffed. Knowing who is on duty, when, and why, is important--both to you and your visitors. Utilizing a staff scheduling form will help plan exhibit coverage to meet everyone's needs. Upon completion, distribute to all exhibit personnel and maintain a master copy in your exhibit area.

Exposition: **MS&T 2006** Location/Booth No._____

DAY	DATE	TIME FROM	TO	NAME	PHONE (Exposition Housing)

EXHIBIT PERSONNEL NOTES:_____