STAFF SCHEDULING FORM

5-8 May 2014
RELIANT PARK
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**
Tuesday, 29 April 0800–1700	Monday, 5 May 0900–1730	Thursday, 8 May 1400– 2200
Wednesday, 30 April 0800–1700	Tuesday, 6 May 0900–1730	Friday, 9 May 0800–1800
Thursday, 1 May 0800–1700	Wednesday, 7 May 0900–1730	Saturday, 10 May 0800–1700
Friday, 2 May 0800–1700	Thursday, 8 May 0900–1400	Sunday, 11 May 0800–1700*
Saturday, 3 May 0800–1700		*Reliant Center Only

TIME	DAY	NAME	DEPARTMENT/COMPANY