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|  | **EVENT STAFFING PLAN** | | |  |
|  | AGENCY OR COMPANY NAME | |  |  |
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|  | **EVENT DETAILS** | | | |  |
|  | **Event Name**: Cat Owners Conference | | **Location**: Convention Center, City ABC | |  |
|  | **Event Sponsor**: XYS Digitals | | **Date**: April 15, 2024 | |  |
|  |  |  |  |  |  |
|  | **IMPORTANT CONTACTS** | | | |  |
|  | **Event Manager**: John Smith (Phone: +1 123-456-7890, Email: john@example.com) | | | |  |
|  | **Security Lead**: Mary Johnson (Phone: +1 987-654-3210, Email: mary@example.com) | | | |  |
|  | **Vendor Coordinator**: David Lee (Phone: +1 555-123-4567, Email: david@example.com) | | | |  |
|  |  |  |  |  |  |
|  | **TIME SLOT** | **POSITION** | **STAFF NAME(S)** | **CONTACT** |  |
|  | 08:00 - 10:00 | Registration Desk | Sarah Adams, James Brown | +1 111-222-3333 |  |
|  | 10:00 - 12:00 | Usher | Mark Johnson, Emma Lee | +1 444-555-6666 |  |
|  | 12:00 - 14:00 | Speaker Liaison | Emily Brown, Alex Rodriguez | +1 777-888-9999 |  |
|  | 14:00 - 16:00 | AV Technician | Lisa White, Michael Clark | +1 123-456-7890 |  |
|  | 16:00 - 18:00 | Greeter | Kevin Lee, Olivia Garcia | +1 987-654-3210 |  |
|  | 18:00 - 20:00 | Break Room Monitor | Sophia Adams, Daniel Smith | +1 555-123-4567 |  |
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|  | **CREDENTIALS LIST** | | | |  |
|  | • Staff badges with names and roles will be provided at the registration desk. | | | |  |
|  | • Meal vouchers or coupons are included in the credential package. | | | |  |
|  |  |  |  |  |  |
|  | **OTHER REQUESTS AND EXPECTATIONS** | | | |  |
|  | • All staff members should arrive 30 minutes before their assigned shift. | | | |  |
|  | • Dress code: Black pants, white shirt, and comfortable shoes. | | | |  |
|  | • Familiarize staff with emergency exits and evacuation procedures. | | | |  |
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