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|   | **EVENT STAFFING PLAN** |   |
|   | AGENCY OR COMPANY NAME |   |   |
|   |   |   |   |   |
|   |   |   |   |   |   |
|   | **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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