

Planning and Executing Pre-Show Logistics (Cont.)

Task/Responsibility Master Schedule Sample

Here are excerpts of a sample master schedule:

Week of April 3	Person Responsible
☒ Send show brochure copy to printer	PC
☒ Determine press kit contents	MD
☒ Deadline for show directory copy, April 15	PC
☒ Order labor contractor	PC
☒ Finalize booth signage text	SP/PC
☒ Order telephone service	PC
Week of April 17	
☒ Check status of booth construction	PC
☒ Review personnel list	RD/PC
☒ Review electric requirements with DP	PC
Week of May 1	
☒ Order plants	PC
☒ Mail insurance certificate	PC

As the show nears, activity will accelerate. Daily tasks need to be scheduled:

Monday, May 15

- 10:00am Show personnel meeting
3:00pm Booth inspection

Thursday, May 18

- ▶ Booth shipment
- ▶ Reconfirm hotel reservations
- ▶ Compile key personnel home telephone numbers for emergencies during installation