

Planning and Executing Pre-Show Logistics (Cont.)

Task/Responsibility Master Schedule Sample (Cont.)

This document will project and include the schedule of activity on-site during installation and continue through dismantle. As an example:

Monday, May 22

8:00am Electric contractor installs wiring

10:00am Carpet installation

Thursday, May 25

5:00pm Personnel booth tour/training

7:00pm Finalize housekeeping

Friday, May 26

8:00am Executive breakfast

10:00am Show opens

5:00pm Show closes

Tuesday, May 30

7:00pm Labor reports for tear-down