

SOP: Event Staff Allocation and Briefing

This SOP defines the process for **event staff allocation and briefing**, covering staff role assignments, scheduling, communication protocols, pre-event briefings, task delegation, and performance expectations. Its purpose is to ensure efficient staffing, clear understanding of responsibilities, and smooth event execution by providing all team members with necessary information and guidance before and during the event.

1. Scope

This SOP applies to all staff involved in the planning, setup, execution, and breakdown of events.

2. Responsibilities

- **Event Manager:** Oversees allocation, briefing, and supervises all staff operations.
- **Team Leaders:** Communicate instructions to team members and report back to Event Manager.
- **Staff Members:** Attend briefings, understand assigned roles, and perform duties per instructions.

3. Procedure

3.1 Staff Role Assignment

1. Identify required staff roles and number of personnel needed for each role.
2. Assign roles based on experience, skill set, and availability.
3. Document all assignments in the Staff Allocation Sheet (see template below).

3.2 Scheduling

1. Determine staff shifts and break schedules based on event timeline.
2. Share schedules with all staff no later than 3 days before the event.
3. Maintain schedule flexibility for contingency planning.

3.3 Communication Protocols

1. Establish communication channels (e.g., mobile, radio, messaging apps).
2. Communicate emergency procedures and escalation paths.
3. Provide all staff with key contact information and protocol documentation.

3.4 Pre-Event Briefing

1. Schedule a mandatory staff briefing no later than 1 hour before event start time.
2. Review event overview, goals, and timelines.
3. Clarify roles, duties, schedules, and reporting structure.
4. Review safety, emergency, and escalation procedures.
5. Allow time for Q&A and distribution of briefing notes.

3.5 Task Delegation

1. Team leaders delegate specific assignments based on the allocation sheet.
2. Assign backup roles where necessary.
3. Confirm receipt and understanding of all delegated tasks.

3.6 Performance Expectations

1. Clearly communicate behavior standards and performance benchmarks.
2. Monitor staff during the event for adherence to expectations.
3. Provide feedback and address issues in real-time as needed.

4. Staff Allocation Sheet Template

Name	Role	Shift Time	Contact Info	Team Leader	Notes
Jane Doe	Registration Desk	8:00–12:00	555-1111	John Smith	First shift, orientation required

Mark Lee	Security	10:00â€“16:00	555-2222	Lisa Wong	Radio assigned
----------	----------	---------------	----------	-----------	----------------

5. Revision and Records

- Maintain records of staff allocation sheets and briefing sign-in sheets.
- Review and update this SOP annually, or after major events.