

# SOP: Staff Assignment and Responsibilities for Setup

This SOP defines the **staff assignment and responsibilities for setup**, detailing the allocation of tasks among team members, specifying individual roles during the setup process, establishing clear communication channels, and ensuring accountability to facilitate efficient and organized preparation. The purpose is to streamline operations, enhance team collaboration, and guarantee that all setup activities are completed accurately and on schedule.

## 1. Scope

This SOP covers all setup activities prior to event commencement, including allocation of personnel, task delegation, and communication requirements.

## 2. Responsibilities

Role	Responsibility
Setup Manager	<ul style="list-style-type: none"><li>Oversee the setup process</li><li>Assign tasks to staff members</li><li>Resolve issues and troubleshoot as needed</li><li>Ensure timely completion of setup</li></ul>
Team Lead	<ul style="list-style-type: none"><li>Supervise assigned staff</li><li>Report progress to Setup Manager</li><li>Monitor task completion and quality</li></ul>
Setup Staff	<ul style="list-style-type: none"><li>Execute assigned setup tasks as per instructions</li><li>Report issues or delays to Team Lead</li><li>Follow safety protocols</li></ul>
Logistics Coordinator	<ul style="list-style-type: none"><li>Ensure availability of equipment and materials</li><li>Arrange transportation of resources</li><li>Coordinate with suppliers and vendors</li></ul>

## 3. Staff Assignment Procedure

- Pre-Setup Meeting**
  - Conduct a meeting with all staff involved in setup
  - Review setup checklist and schedule
- Task Allocation**
  - Setup Manager assigns specific tasks to each team member
  - Assignments are documented in the setup assignment sheet
- Implementation**
  - Staff proceed with tasks as assigned
  - Team Leads monitor progress and escalate any issues
- Review & Confirmation**
  - Conduct final walkthrough to ensure all tasks completed
  - Sign-off by Setup Manager

## 4. Communication Channels

- All staff must report directly to their designated Team Lead
- Team Leads communicate with Setup Manager for instructions and problem-solving
- Regular status updates via designated communication platform (e.g., radio, mobile group chat)
- Emergency issues to be escalated immediately to Setup Manager

## 5. Accountability & Documentation

- Each staff member signs off on their completed tasks
- Setup assignment sheet and completion forms filed by Setup Manager
- Post-setup review to discuss challenges and improvements