

Booth Staff Briefing Document

Event Overview

Booth Details

Booth Number	
Location	
Setup Time	
Exhibit Hours	
Breakdown Time	

Staff Assignments

Name	Role	Contact	Shift Time

Key Messages

- _____
- _____
- _____

Products / Services Highlighted

1. _____
2. _____
3. _____

Common Questions & Answers

Q:

A:

Q:

A:

Logistics & Supplies

- _____

- _____
- _____

Emergency Contacts

Name/Role	Phone

Notes
