Onsite Activation Staff Briefing Document

Event Overview

Event Name: _____

Date: _____

Venue/Location: _____

Event Schedule: _____

Staff Roles & Assignments

Name	Role	Location/Zone	Shift Time
_____	_____	_____	_____
_____	_____	_____	_____

Key Contact Information

Onsite Manager: _____

Emergency Contact: _____

Technical Support: _____

Responsibilities & Procedures

1. _____
2. _____
3. _____
4. _____

Emergency Procedures

1. _____
2. _____
3. _____

Notes

_____

_____

_____