

Retail Holiday Staffing Planner

Store & Planning Information

Store Name

e.g. Downtown Mall

Manager/Planner

Your Name

Holiday Period

e.g. November 20 - January 5

Staffing Needs by Week

Week	Anticipated Foot Traffic	Minimum Staff Needed	Current Staff Scheduled	Additional Staff Required
Week 1				
Week 2				
Week 3				
Week 4				

Employee Assignments

Name	Role	Dates Available	Preferred Shifts

Notes / Special Considerations

Notes about staff preferences, blackout dates, overtime limits, etc.

