

# 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
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## Notes / Special Considerations

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

