Event Staff Schedule

One line per shift. Paid hours = shift length minus unpaid break; shifts past midnight are handled.

SAMPLE - fictional business, event and people. Not a real client. Numbers are illustrative only.

Event	Elmwood Gallery opening reception, 90 guests (fictional)	**Event date**	Apr 23, 2027
Venue	Elmwood Gallery (fictional)	**Service style**	Passed appetizers, then buffet
Guest count	90	**Schedule owner**	Harbor & Thyme events team (fictional)
Published on	Apr 12, 2027		

Role	Shift start	Shift end	Unpaid break (min)	Paid hours	Hourly rate	Labor cost	Assigned person	Reply	Crew reply / notes	Backup
Event captain	2:00 PM	11:00 PM	30	8.50	$32.00	$272.00	Jordan (sample)	Confirmed		Sam (sample)
Chef on site	1:00 PM	10:00 PM	30	8.50	$34.00	$289.00	Morgan (sample)	Confirmed		
Line cook	2:00 PM	10:00 PM	30	7.50	$28.00	$210.00	Casey (sample)	Confirmed		
Server	4:00 PM	10:30 PM	30	6.00	$22.00	$132.00	Riley (sample)	Confirmed		
Server	4:00 PM	10:30 PM	30	6.00	$22.00	$132.00	Avery (sample)	Confirmed		
Server	4:00 PM	10:30 PM	30	6.00	$22.00	$132.00	Quinn (sample)	Pending	Will confirm by Thursday	Priya (sample)
Server	4:00 PM	10:30 PM	30	6.00	$22.00	$132.00	Drew (sample)	Declined	Unavailable that evening	Sam (sample)
Bartender	4:30 PM	10:30 PM		6.00	$26.00	$156.00	Taylor (sample)	Confirmed		
Dishwasher	5:00 PM	11:30 PM	30	6.00	$20.00	$120.00	Jamie (sample)	Confirmed		

Total paid hours	60.50
Total labor cost	$1,575.00
Shifts not confirmed	2

Rates and roles in the sample are illustrative. Staffing levels depend on your menu, venue and service style; there is no universal ratio.
Breaks, overtime, minimum shifts and payroll taxes depend on local labor law. This sheet does not apply any of them.

How to use this template

1. Enter the event details, then one line per shift: role, start and end time and any unpaid break in minutes.
2. Paid hours and labor cost are calculated; shifts that end after midnight are handled.
3. Add the assigned person, their reply (Confirmed, Pending or Declined) and a backup for each shift.
4. The summary counts shifts that are not yet confirmed so you can chase replies.
5. Break, overtime and minimum-shift rules depend on where you operate. Check them; the sheet does not apply any labor rules.