Event Staff Schedule

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

Event _____ **Event date** _____

Venue _____ **Service style** _____

Guest count _____ **Schedule owner** _____

Published on _____

Role	Shift start	Shift end	Unpaid break (min)	Paid hours	Hourly rate	Labor cost	Assigned person	Reply	Crew reply / notes	Backup
Event captain										
Chef on site										
Cook										
Server										
Server										
Server										
Bartender										
Dishwasher										

Total paid hours

Total labor cost

Shifts not confirmed

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.