



EVENTS & OFFICE
CONSULTANTS

YOUR EVENT STAFFING TOOLKIT

**Professional Staffing, Brand Support, and Guest
Services for your next event!**

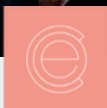


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WHO WE ARE

Events & Office Consultants (EOC) is a trusted event staffing agency serving clients since 1998. We provide professional, multilingual staff who represent your brand with confidence, professionalism, and warmth. We've supported everything from large trade shows and international expos to executive summits and brand activations—always with a focus on helping our clients create seamless, standout guest experiences.

Our mission is simple: **We bring events to life by connecting you with experienced, personable staff who understand what great service looks like.**



PRE-EVENT STAFFING CHECKLIST



Your event is a high-stakes opportunity to showcase your brand. Make sure you hit all the right notes by planning ahead.

STAFFING

- ☐ Clear definition of all staff roles
- ☐ Shift and call times confirmed
- ☐ Bi- or multi-lingual staff: **Yes** ☐ **No** ☐
- ☐ Specialized Staff: **Yes** ☐ **No** ☐

Specialty Needed: _____

Specialty Needed: _____

Specialty Needed: _____

- ☐ On-site lead needed: **Yes** ☐ **No** ☐
- ☐ Extra coverage needed (for peak times/breaks): **Yes** ☐ **No** ☐
- ☐ Uniform Requirements: **Yes** ☐ **No** ☐

EVENT LOGISTICS

- ☐ Access credentials needed:
 - Badges **Yes** ☐ **No** ☐ Wristbands **Yes** ☐ **No** ☐
 - QR Codes **Yes** ☐ **No** ☐ Parking Passes **Yes** ☐ **No** ☐
- ☐ Personal bag storage area (if applicable): _____
- ☐ Communication plan (for call times, shift breaks, and end-of-day procedures)
- ☐ Venue and floor maps for staff (if needed)



PRE-EVENT STAFFING CHECKLIST

EVENT LOGISTICS (CONTINUED)

- ☐ Meals, water stations, and break areas confirmed
- ☐ Staff guidelines around demeanor and attendee interaction
- ☐ Staff briefing or walk-through before event: **Yes** ☐ **No** ☐

Walk through time/date: _____

CONTINGENCY PLANNING

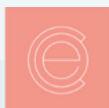
- ☐ On-site point of contact for staffing questions and updates

Name: _____

Email: _____

Phone Number: _____

- ☐ Weather delay plan (if applicable)
- ☐ Program change plan (sick speaker, equipment breakdown)
- ☐ Emergency procedures in place
 - ☐ Key vendors informed of emergency plan



GET IN TOUCH

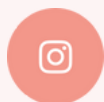
Ready to start planning? **Get in touch with us for pricing!**



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