

# Labor Coordinator / Scheduler

Every prompt Lassie can run for you today. Fill the **[brackets]** with your own client, event, venue, or name—then say it to Lassie.

## ASK

Lassie finds and reports. Read-only—changes nothing.

## ACT

Lassie changes a record—previews first, waits for your okay.

## BUILD

Lassie generates a file from data already on screen.

## ADVISE

Lassie reasons across reads, then tells you what to do.

## ASK 28 prompts

- Find the event for Job #[ID].
- Show the events assigned to [name].
- Who hasn't worked this year?
- Who is approved as A2 but not A1 in [market]?
- Show crew with zero unexcused absences this year.
- Who applied as A2 in [market] but isn't approved yet?
- What positions exist in the Audio category?
- Find the Position ID for [role].
- Who is working tomorrow?
- Who is unconfirmed for [event]?
- Pull the full roster for [event].
- What shifts aren't filled for tomorrow?
- What still needs staffing for [event]?
- What needs crew next week?
- Who clocked in late at [event]?
- What shifts are missing clock-ins this week?
- Give me the full picture for [event].
- What's still unfilled on this event?
- Tell me about this crew member.
- What is this person approved to work?
- Show recent and upcoming events for this tech.
- What is this person's schedule next week?
- Is this tech available [day]?

- Who applied for this [role] and how do they stack up?
- Show applicants within 50 miles rated 4+.
- Who can we invite to fill this [role] slot?
- Show eligible local crew rated 4+ with no recent absences.
- Who are the best-rated candidates we can still book?

## ACT 13 prompts

- Invite these techs to the open [role] slot.
- Add [name] to the roster.
- Approve this applicant and send a confirmation request.
- Confirm this person for the shift.
- Take this tech off the [day] [role] position.
- Message the unconfirmed [role]s about call time.
- Notify everyone working [role] tomorrow of the schedule change.
- Push all load-in shifts an hour earlier.
- Mark [day] as a dark day for this position.
- Add a [day] and [day] shift to this position.
- Add an all-day hold for [day].
- Add two [role] positions and one [role] to this event.
- Bump this position to [#] crew.

## BUILD 3 prompts

- Export this roster to a spreadsheet.
- Make a PDF summary of the event.
- Generate a CSV of unfilled shifts.

## ADVISE 11 prompts

- What staffing risks should I get ahead of this week?
- Which open shifts are least likely to get filled in time?
- Who's at risk of no-showing based on their history?
- Am I leaning too hard on the same few techs?
- Where am I overspending on crew I didn't need?
- Which events are under-confirmed with the show date closing in?
- If you ran scheduling, what would you fix first today?
- Who should I be developing so I'm not stuck when my A-team is booked?
- Where do I have single points of failure in my crew?
- Which positions or markets are chronically hard to fill?
- Who are my most reliable techs when a show really matters?