

After vetting call:

Send welcome email and include their event details:

Hi Stirling,

Thank you for taking the time to speak with me.

As we discussed on the phone, you are now scheduled for your first event:

Date: Th 9/9

Time: 430p-11p

Where: Howard, CO 81233

(You can click on the event in your upcoming shifts in the app to pull up to your maps.)

Uniform: Black dress slacks, black long sleeved collard button down, all black socks, shiny black shoes, solid colored mask with no print or logos.

Pay: \$30 hr + \$75 travel

You are also more than welcome to apply to any of the other upcoming shifts you see as well.

New events will pop up on your phone like a text message as they come out.

Bottom of the app is a chat, with an option of "Chat with Admin". You can use that chat to reach out to Josh directly. He is your staffing manager and your point of contact for all event information.

Also, you will be receiving an email from **Adobe Sign that will contain a Direct Deposit form within the On-Boarding Packet** to process your pay.

Lastly, you will receive a text from me that will contain a link to complete a **background check and Code of Conduct. Please complete this right away.**

Your first event pay will be processed the Monday morning following your event and should deposit into your account Tuesday or Wednesday. After that, payday will be every Friday for the week prior.

You are an independent contractor for your first event, so, **it will be up to you to track your hours and pay, as you will not receive any pay stubs during this time.** No taxes are taken from your check during this time. You will eventually be converted to an employee and taxes will start coming out. You will be notified of this by email when that time comes.

- Again, welcome to Premium Event Staffing and please reach out if you have any questions.

- **Send onboarding packet from Adobe Sign**

- **Entering Staff into Zingle:**

- Click on New Contact

Add their:

First Name

Last Name

Phone number

Tags (Market and HR until all paperwork is returned)

Then send The New Hire Text Template to the staff member that includes the Background Check Link, Code of Conduct link, and the Upload documents link