

- **Send Ready for Payment**
 - In the body of the email should be:
 - Hours worked
 - Hours booked
 - Travel pay total (if applicable)
 - Gratuity amount needing paid to staff (if applicable)
 - Any additional notes
 - Examples: explain changes to pay, explain hours booked vs hours worked
 - Hours booked = 30
Hours worked = 23.75 1 call off. Event went long. All staff 30-minute break
Gratuity included in rate. Add 40 travel each.
 - Attach the RFP
 - Before attaching it, review the RFP file again
 - Check to make sure all information is correct and the file is named correctly
 - RFP will be sent to HR@premiereventsaffing.com
 - The subject line needs to match the name of the attached RFP file
 - i.e.: CP 1.2.20 Downtown 80202 RFP
 - i.e.: 1.2.20 Jane Doe Aurora 80019 RFP
 - Make sure everything is attached to the email
 - RFP
 - Pictures of the signed roster, if applicable
 - Pictures of parking/travel receipts, if applicable
 - Any other pertinent items that could affect payroll
 - Send Email