

Templates

1st Follow Up Text/Email

Texting in Zingle is the first option always. Email only if text is not option.

Hi {first_name},

How did the event go and how did the staff do?

Thanks,

If emailing, make sure the signature phone number matches the market you are communicating with. If texting, there is no need to change the signature.

Review Links Text/Email

Texting in Zingle is the first option always. Email only if text is not option.

Hello {first_name},

I'm so glad the event went well and you were happy with the staff!

Would you mind writing up a review as to your experience with Premium Event Staffing?

It is so helpful to others when looking for a reliable quality staff company.

Thank you in advance and we look forward to your next event.

You can just click on the link below.

ONLY CHOOSE THE LINK FOR THE MARKET THE EVENT WAS IN

Colorado - <https://g.page/Premium-Event-Staffing-Denver?share>

Illinois - <https://goo.gl/maps/LsDcramoQCrohMdT9>

Texas - <https://goo.gl/maps/DGWULvNdCz118Q989>

Thanks,

(Insert Your Signature Here)

If emailing, make sure the signature phone number matches the market you are communicating with. If texting, there is no need to change the signature.

2nd Follow Up Email

Texting in Zingle is the first option always. Email only if text is not option.

Hi {first_name}

We are getting ready to close out your event and pay the staff. Before we do, we would just like to know how did it go and how did the staff do? If we don't hear back from you by 5pm today, we will assume all went well and will finalize your event according to your agreement. Thank you for choosing Premium Event Staffing. We look forward to making your next event successful.

Thanks,

(Insert Your Signature Here)

If emailing, make sure the signature phone number matches the market you are communicating with. If texting, there is no need to change the signature.

Corporate Client Follow Up

This will be done by email only

Hi (client's name),

In an effort to ensure the quality of our staff and based on your satisfaction of performance, please rate each staff member on a scale of 1 to 10 with 10 being outstanding:

First Name	Last Name	Rating

Thanks,

(Insert Your Signature Here)

Make sure the signature phone number matches the market you are communicating with.

Verify Details Email

This is done by email only

Hi (client name),

This is Josh Schwartz from Premium Event Staffing. I oversee staffing for your event and will be your point of contact for anything that you may need. You may contact me at either number listed below. Thank you for choosing Premium Event Staffing. We look forward to making your event successful!

Confirming details:

Position(s):

Day/Date:

Time:

Location:

Description of Services to be provided: We will provide 1 Bartender and 1 Server for your event on the date and time listed above. They will serve beer, wine, and mixed drinks. They will manage the food and clean up during the event.

Dress attire: Black slacks and a black button-down shirt.

Tipping Details: Staff will be tipped at the end of the event, based upon performance. Suggested gratuity per staff member is \$75=satisfied-\$125=outstanding service.

Please confirm that the details are correct and let me know if there are any changes.

Thank you,

(Insert your signature)

Conversion Congratulations Email

Congratulations!

You are being converted to an employee. Your paycheck will come from Premium Staffing Services through Altitude Payroll and you will begin to see taxes withheld from your paychecks. You will have access to your paystub, W2 and personal information. Any changes to your personal information, direct deposit and/or W4 need to be done through me.

I have included the login directions below for accessing your account with Altitude Payroll:

Login Instructions:

1. Go to our website www.AltitudePayroll.com and click on Employee Login in the Login Center on the right side of the page
2. The employee login screen comes up, click on the New User tab at the top, enter your unique company code **F092** (the company code will only be needed for set up)
3. Once you follow the prompts and submit, you will create a username and password on the next screen
4. If you forget your password in the future, then click on "Forgot your password" in the Login screen and you will receive an email to reset your password (Check your spam folder if you don't see the email in your inbox)
5. If you're having trouble creating a login, it is probably because we don't have your birthdate on file, reply to me with your birthdate and I'll email you back when your account has been updated

If you have any questions, please contact me:

Peggy Steele, HR Admin Coordinator

Office – 720-763-1000 Ext. 5005

Direct – 720-470-7051

Fax – 972-739-1465

hr@premiueventstaffing.com