



## What To Expect:

We are so excited to have you a part of our team. Below you can see an outline of what you can expect while working for us at RockIT Event Pros.

### Getting Started:

1. We will need a W-4 and Direct Deposit Form filled out before you can be paid. These forms can be found on our website. Please try and bring these at the time of your first shift.
2. We pay every two weeks.
3. Our pay week begins on a Saturday and ends on a Friday.

### Work Attire:

1. We will provide you with one RockIT shirt. If you wish to have additional shirts you can purchase those from us directly. If you are an employee picking up many shifts we will often times provide you with additional shirts.
2. RockIT shirts must be worn at all times.
3. We are on our feet a lot so wear athletic shoes or sandals with straps that are comfortable.
4. Shorts or pants are recommended. They must be clean, presentable, and the appropriate length.
5. Make sure to dress according to the weather and layer up if needed. We understand that on occasion it may not be possible to see your RockIT shirt due to coats or other layers, but you should still have it on.
6. You are in charge of bringing your own sunscreen.

### Job Training:

1. It is very difficult for us to train people on all of the different things we have beforehand, so we put a high emphasis with on the job training.
2. We will never put you on something until you are comfortable and ready. Most activities are not very hard and just require a little bit of direction before you are ready to go. More in-depth training is required for some of our larger activities so we will have you train along side a trained staff member until you are confident in your abilities.
3. At any time if you do not feel that you are ready or comfortable at doing a particular activity you must inform us. We understand that some people may not like heights or deal well with higher pressure situations.



#### Picking Up Shifts:

1. You must be signed up on our scheduling app “When I Work”. Using this app will be the basis for all scheduling and communication of available shifts and shift in which you are scheduled to work.
2. Learning to use this app is critical to your employment.
3. Please turn on all notifications and reminders to ensure that you receive all the latest updates and communication.
4. Pay attention to the notes section for special information such as if the shift is an overnight trip, requiring you to pick up all consecutive days.

#### Traveling To and From Events:

1. Plan on meeting at the office for all shifts unless otherwise noted. Occasionally on local events we will have you meet us at the location.
2. The starting shift time is the time in which we leave from the office for the event while the ending shift time is an approximated time we will return. Please understand that the return time is an approximation and can be affected by many outside forces, uncontrollable by us. When travelling farther than one hour from your home office you will only receive one hour of drive time home if you are not an event manager or driver.
3. Please show up 10-15 minutes before the shift starts as we want to depart for an event on time.

#### Food and Drink:

1. Generally speaking, we will always provide a large water cooler to refill your drink container.
2. You should provide your own water jug/drink container to keep with you at your workstation.
3. We do not provide snacks or meals on day trips so plan accordingly. Sometimes this might mean lunch and supper both.
4. We allow you to eat as you work.
5. If there are food vendors or other food options available you may have an opportunity to go and purchase some food, but there are no guarantees and only if time allows.
6. Often following an event, we may stop and get fuel, go the restroom, or give you a chance to purchase some food, but this is entirely up to you.
7. We suggest only taking a little bit of money or whatever you feel comfortable carrying.

#### Overnight Trips:

1. Some trips require overnight stays and will be noted on the note section of the shifts.
2. Lodging expenses are all cover by us.
3. Most meals are provided, but we suggest bringing other food you wish to snack on. On the first day when we leave for an event you are responsible for bringing your own lunch as we will more than likely be driving and will not have time to stop and eat.
4. When staying on overnight trips no cohabitation will take place.
5. Rooms are always subject to inspection by our Event Managers.
6. Event Managers must know where you are always at when not working.



7. Generally speaking, we have 1-5 people per room depending on the number of hotel rooms provided.
8. We understand that some people may not wish to share a bed and will be given the option of sleeping on a cot.
9. While on overnight trips we often have some down time to do other activities such as play games, go swimming, hang out, so we suggest planning accordingly. We may cover the expense of some activities, but you may wish to bring some extra money to do other activities.
10. Please understand that we want to have fun on overnight trips, but that anything considered unlawful or insubordinate can result in your termination and require your guardian to be notified and possibly require your guardian to come and pick you up from the event.
11. All employees wishing to sign up for overnight trips that are under the ages of 18 must have a guardian sign a release form.

## Acknowledgement of Employment:

### Employee:

I, the undersigned, acknowledge that while working, I will represent RockIT Event Pros in a professional and respectful manner and that the Event Manager has authority over me while I am on and off duty.

- PLEASE CHECK BOX... I understand anything considered unlawful or insubordinate can result in my termination and require my guardian to be notified and possibly require them to come and pick me up from the event.

EMPLOYEE:

NAME \_\_\_\_\_

SIGN \_\_\_\_\_

DATE \_\_\_\_\_



## Acknowledgement of Overnight Trips:

### Guardian:

I, the undersigned, give permission as a guardian over the above signee which is younger than 18 years of age that they may sign up for overnight trips related to RockIT Event Pros.

- PLEASE CHECK BOX... I was given an opportunity to ask any question or voice concerns related to overnight trips with RockIT Event Pros.

### GUARDIAN OF EMPLOYEE:

NAME \_\_\_\_\_

RELATIONSHIP \_\_\_\_\_

SIGN \_\_\_\_\_

DATE \_\_\_\_\_

Please direct all questions to 855.695.9255 or email [contact@rockiteventpros.com](mailto:contact@rockiteventpros.com)

Parents please do not hesitate to call if you have any questions or concerns.