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**CONFERENCE STAFF**

We are pleased to offer staff for your upcoming meeting. Meet Minneapolis has partnered with Pro Staff who will manage this process. To learn more about Pro Staff’s available services or to reserve your staff, please see below for contact information. Please also cc edina@prostaff.com on all requests to ensure that you receive a response in a timely manner.

**Dan Norgaard | Business Development Manager**

**Dan.norgaard@prostaff.com | (612) 387-5712**

Pro Staff Edina

7701 York Avenue | Suite 200

Edina | MN | 55435

**AVAILABLE STAFF POSITIONS**

Preparation of Registration Packets

Badge Typists

Information Desk Clerks

Registration

Room and Line Monitors

 Coat Check

 Set-up and Take-down

**Regular Hourly Pricing and Rates\***

$26.60 per hour per person (4 hour minimum)

$29.40 per hour per supervisor

**Overtime Hourly Pricing and Rates\***

Overtime is any hours over 40 hours worked Monday – Sunday (per individual)

$39.90 per hour per person

$44.10 per hour per supervisor

**Staff Preparation and Coordination Pricing\***

$29.40 per hour (usually between 2-5 hours per event)

 *\*Prices may vary dependent on duties and hours*

**Pro Staff** administers the payroll for staff and will invoice the client at the conclusion of the meeting for all personnel charges.

All staff are paid for the time they report to work until the time they are dismissed, including time for briefings, meals and breaks. In a typical nine-hour work day, we recommend scheduling two 15-minute breaks and one 30-minute meal period.

Please complete, sign, and return this request form if you decide to utilize our staff.

Name: Click here to enter text. Date: Click here to enter a date.

**Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**EVENT DETAILS**

**Company:** Click here to enter text.

**Contact Person and Title:** Click here to enter text.

**Phone:** Click here to enter text.

**Meeting Name:** Click here to enter text.

**Meeting Location:** Click here to enter text.

**Dates:** Click here to enter text.

**Room Number Staff Should Report To Upon Arrival**: Click here to enter text.

**To Whom Staff Should Report To Upon Arrival:** Click here to enter text.

**On-Site Contact Phone Number**: Click here to enter text.

**Should This Phone Number Be Provided To Temporary Staff?** [ ]  Yes [ ]  No

**BILLING CONTACT INFORMATION:**

**Bill To Contact Name and Title**: Click here to enter text.

**Bill To Contact Phone:** Click here to enter text.

**Bill To Address:** Click here to enter text.

**Should Invoices be consolidated or do you want one invoice per talent?** [ ]  Consolidate [ ]  One Per Talent

**Should Invoices Be Sent Via Email?**[ ]  Yes [ ]  No

I**f So, Email Address Invoices Should Be Sent To**: Click here to enter text.

**Should Completed Timecards Be Sent With The Invoice?** [ ]  Yes [ ]  No

**STAFF REQUIREMENTS**

**Are Computer Skills Required?** [ ]  Yes [ ]  No

**Are iPad Skills Required?** [ ]  Yes [ ]  No

**Dress Code**:Click here to enter text.

*Note: If no dress code request is provided, by default staff will be instructed to wear black pants/skirt with a solid color*

*shirt and black blazer or sweater.*

**If training is on a different day, are jeans okay to wear?**

[ ]  Yes [ ]  No

**How much standing is involved in the position?**

[ ]  0-25% [ ]  25-50% [ ]  50-75% [ ]  75-100%

**Is lifting involved?**

[ ]  Yes [ ]  No

**If so, how much weight on average will they be required to lift?**

[ ]  0-25lbs [ ]  25-50lbs [ ]  50-75lbs [ ]  75-100lbs [ ]  100lbs +

**Please attach a staffing schedule and complete the position details below for each role staff are requested for!**

|  |  |  |
| --- | --- | --- |
| **Job Title** | **Duties** | **Computer Skills Required?** |
| **Example:****Pre-Registration**  | **Finding attendee pre- registration details on laptop, printing badges.** | **Yes: Moderate**  |
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