



## STAFFING RESERVATION FORM

<b>Event Name:</b>							
<b>Event Location:</b>							
<b>Company Name:</b>							
<b>Booth Number:</b>							
<b>Company Contact Info:</b>	<b>Name:</b>						
	<b>Street Address:</b>						
	<b>City:</b>			<b>State:</b>		<b>Zip code:</b>	
	<b>Phone:</b>			<b>Email:</b>			
<b>SERVICES</b>	<b>RATES</b>		<b># of STAFF NEEDED</b>	<b>START DATE</b>	<b>END DATE</b>	<b>START TIME</b>	<b>END TIME</b>
	<b>ST</b>	<b>OT*</b>					
Steaming and Apparel Assistance	\$ 30.00	\$ 45.00					
Bartenders	\$ 50.00	\$ 75.00					
Cashiers	\$ 30.00	\$ 45.00					
Concierge	\$ 40.00	\$ 60.00					
Greeter / Hostess	\$ 30.00	\$ 45.00					
Lead Capturing Support	\$ 30.00	\$ 45.00					
Models	\$ 65.00	\$ 97.50					
Registration Professionals	\$ 30.00	\$ 45.00					
Room Monitors	\$ 30.00	\$ 45.00					
Sales Assistant	\$ 30.00	\$ 45.00					
Servers	\$ 30.00	\$ 45.00					
<b>Please provide a brief description of what you need our team to do for you:</b>							
<b>Do you have a attire or uniform preference? If yes, please describe:</b>							
<b>NOTES:</b>							
(1) ST: Straight Time							
(2) OT: Overtime - Overtime rates apply to all hours worked over 37.5 hours in a (1) week time frame (Sunday - Saturday)							
(3) Staffing support reservations are required in advance of all events. On-site services are limited and not guaranteed.							
(4) Once your reservation is received, you will receive a formal invoice from GCJ Hospitality Resources. Your staffing reservation will be booked and confirmed once the invoice has been paid in full.							
(5) There is a (4) hour non-refundable minimum, per person, per day, for all staffing request.							

**PLEASE EMAIL COMPLETED FORM TO [JENNIFER@GCJHOSPITALITY.COM](mailto:JENNIFER@GCJHOSPITALITY.COM)**