

Legendary Staffing: Event Brief

Event Name: [Insert Event Name, e.g., SEMA 2026]

Date(s): [Insert Dates]

Rates:

Hours:

1. The Essentials

- **On-Site Supervisor:** [Name] — [Phone Number]
- **Call Time:** [Time, e.g., 7:45 AM for an 8:00 AM start]
- **Location:** [Venue Name & Specific Room/Booth Number]
- **Check-In Point:** [e.g., "Meet at the Starbucks in the Venetian Lobby"]

2. Wardrobe & Grooming

- **Attire:** [e.g., Full black suit, white button-down, black tie / OR Branded Polo provided on-site]
- **Footwear:** [e.g., Polished black dress shoes or comfortable black flats. No sneakers.]
- **Grooming:** [e.g., Professional hair/makeup. Tattoos must be covered. Natural nails.]

3. Parking & Arrival (Crucial for Vegas)

- **Recommended Parking:** [e.g., Park at the Silver Lot at the Las Vegas Convention Center and walk to North Hall"]]
- **Transit Tip:** Allow an extra 20 minutes for security lines and walking the convention floor. **If you are at the booth at 8:01 AM, you are late.**

4. Role Responsibilities

- **Primary Goal:** [e.g., "Scan badges and drive traffic into the main theater."]
- **Key Talking Points:** 1. [Point 1] 2. [Point 2]
- **Breaks:** [e.g., "One 30-minute lunch break and two 15-minute rotations."]

5. Credentials Required

- **ID:** Government-issued Photo ID (Required for badge pickup).
- **Cards:** [e.g., Valid TAM Card / Sheriff's Card must be on your person.]