



Time Card Signature Instructions
Attached Below
[Apple Time Card Signature Process 3/23](#)
[Android Time Card Signature Process](#)
[HOLI Daily Time Card Template](#)
[Confirmation Template 4/23](#)
CREW CHIEF / STAGE HAND JOB-DESCRIPTION

!!!! READ CAREFULLY for ALL INFO!!!
Send Thumbs Up To Confirm!!
JOB Name:
Client:
Role:
DATE:
TIME:
Crew chief:
Parking:
LOCATION:
Dress Code and Safety:

Color Status Key:	HANDS ON JOB #:	CLIENT PO#:	CLIENT NAME:	POC:	LOCATION:	IN CASE OF INJURY OR EMERGENCY:
Booked	test HO Job# le HO619	test po# le L011-25	test client name le maktive	test POC le chris hallet	test location le santa fe street	CALL 911 (if necessary)
Confirmed	JOB NOTES:	SHIFT DATE/TIME:	CREW REQUESTED:		HOLI ACCOUNT MANAGER:	
Checked in @ Site		6/7/25 8a	1CC 1TRK/SH 8SH			
Enroute communicated Late		6/9/25 8a			ORDER BUILT BY:	
No Show No Call/ Call OUT						
NO STATUS / QUESTIONS?						
Time Card Turned in						Tyrone Tavasci. 949-573-8561

ADD SHIFT BLOCK

☐

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
6/7/25 8a	1CC 1TRK/SH 8SH	diggerdan22@gmail.com	619-623-0635	Dan Martin	CC	10:50:00 PM	3:00:00 AM	4:00:00 AM	10:00:00 AM	11:15:00 AM	4:30:00 PM	
6/7/25 8a	1CC 1TRK/SH 8SH		860-9705383	Jesse Waite	CCT	8:00:00 AM	11:30:00 AM	12:30:00 PM	5:15:00 PM	10:00:00 PM	3:00:00 AM	
6/7/25 8a	1CC 1TRK/SH 8SH		951-613-6938	Lonzie belcher Sr	TRK	9:14:00 AM	2:00:00 PM	2:30:00 PM	6:00:00 PM			
6/7/25 8a	1CC 1TRK/SH 8SH		415-225-2377	Mike Daily	SH	8:00:00 PM	12:00:00 AM	12:45:00 AM	6:00:00 AM			
					SH							FALSE
					SH							FALSE
					SH							FALSE
					SH							FALSE
ADD ROWS:											1	<input type="checkbox"/>

timecard_signed_test client name le maktive_5/2/25 08am

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
6/9/25 8a	1CC 1TRK/SH 8SH	diggerdan22@gmail.com	619-623-0635	Dan Martin	CC	10:50:00 PM	3:00:00 AM	4:00:00 AM	10:00:00 AM	11:15:00 AM	4:30:00 PM	
6/9/25 8a	1CC 1TRK/SH 8SH		860-9705383	Jesse Waite	CCT	8:00:00 AM	11:30:00 AM	12:30:00 PM	5:15:00 PM	10:00:00 PM	3:00:00 AM	
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6/9/25 8a	1CC 1TRK/SH 8SH		415-225-2377	Mike Daily	SH	8:00:00 PM	12:00:00 AM	12:45:00 AM	6:00:00 AM			
6/9/25 8a					SH							
6/9/25 8a					SH							
6/9/25 8a					SH							
6/9/25 8a					SH							
6/9/25 8a					SH							FALSE
6/9/25 8a					SH							
6/9/25 8a					SH							FALSE
6/9/25 8a					SH						1	<input type="checkbox"/>
6/9/25 8a					SH							<input type="checkbox"/>
6/9/25 8a					SH							FALSE
ADD ROWS:											4	<input checked="" type="checkbox"/>

FALSE
FALSE
FALSE

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
					CC							<input type="checkbox"/>
					SH							FALSE
					SH							
					SH							
					SH							
					SH							FALSE
					SH							FALSE
					SH							FALSE
					SH							FALSE
ADD ROWS:											4	<input checked="" type="checkbox"/>

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
					CC							<input type="checkbox"/>
					SH							
					SH							
					SH							
					SH							
					SH							
					SH							
					SH							
ADD ROWS:										4	<input checked="" type="checkbox"/>	

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
					CC							<input type="checkbox"/>
					SH							
					SH							
					SH							
					SH							
ADD ROWS:										4	<input checked="" type="checkbox"/>	

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
					CC							<input type="checkbox"/>
					SH							
					SH							
ADD ROWS:										4	<input checked="" type="checkbox"/>	

DATE/TIME:	Crew Requested:	Email Address:	Contact:	EMPLOYEE NAME:	JT	IN	OUT	IN	OUT	IN	OUT	TIME CARD/SHIFT NOTES
					CC							<input type="checkbox"/>
					SH							
					SH							
					SH							
					SH							
					SH							
ADD ROWS:										4	<input checked="" type="checkbox"/>	

Pre-Booking Interest			
DATE:	Entered By:	Phone Number	Name
		760-822-7875	Ryley Holmes