



# SD Meetings *and events*



## ONSITE EVENT STAFFING SERVICES

Since 2013, SD Meetings & Events has been helping our clients by developing meaningful, memorable, and successful events.



## WHY SD MEETINGS?

With every event, every detail matters, starting with *who* you choose to put at the forefront of your event. At SD Meetings & Events, we understand this as we ensure a standard of excellence through providing professional and experienced event staff.

Our partnership approach allows us to work closely with our clients to understand their staffing needs and strategically select and recruit the best talent. No matter the location, size, or complexity of the event, SD Meetings is able to provide top-notch staff. In the end, our goal is to help you run an event that people will talk about long after it ends!

*Passion, People, Purpose*



## EVENT STAFFING SERVICES

### STAFFING SOLUTIONS

- Event Managers & Coordinators
- Conference & Convention Staffing
- Registration Desk Support
- Pre Event Support: Bag or Badge Prep
- Brand Ambassadors
- Human Arrows
- Stage Managers
- Speaker Concierge

### FINDING THE APPROPRIATE TEAM MEMBERS

- From skilled leaders to committed support staff, we'll help you source and hire the ideal professionals for your event
- Every staff member goes through a rigorous interview process to ensure that they meet the SD Meetings & Events' standards
- Our experienced team members range from entry-level hourly staff to senior-level meeting planners

### STAFFING NEEDS

We will help you determine your program staffing needs based on:

- Program goals and objectives
- Event location, date(s), attendee count
- Program agenda and needs
- Existing team members



## EVENT STAFF PRICING

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*Our rates vary based on the event's specific needs and the experience of the staff, but below details our standard rates*

### ONSITE EVENT STAFF

Fully trained, professional event staff with an abundance of onsite event experience. This staff will perform operational roles to service your event.

**\$45 - 55 /HR** *6 hour minimum shift required; rate increase after 8 hours*

### EVENT STAFF LEAD

An experienced event professional who will manage and lead the SD Meetings event staff to ensure smooth operation. Required if 5 or more staff members are working per event day.

**\$650/DAY** *Flat rate; up to 10 hours*

### EVENT MANAGER

An event expert who will manage and direct onsite event operations to execute the client's vision. Including but not limited to overseeing registration, venue set up and vendor logistics.

**\$750/DAY** *Flat rate; up to 10 hours*

## STAFFING POLICIES

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- A required 30-minute lunch break must be given to each staff within 5 hours of the start of the shift.
- There is a minimum of 6-hour shift per day, overtime is charged for any hours beyond 8 hours per day.
- We allow for shift reduction up to 14 days prior to the start of the event but do require a minimum of 6 hours per shift to hold each individual staff on our event calendar for a specific day.
- Shift increases will be taken on a case-by-case basis and may result in overtime charges which is 1.5 x the standard hourly rate.
- Our staff will follow any vaccination or mask requests or requirements set by Company.





## CONTACT US

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*Thank you ...*

for your Interest In SD Meetings & Events staffing services for your upcoming event!

The SD Meetings team would love to set up a meeting with you to answer any questions you may have. We are flexible in our offerings and we will work with you to create a partnership that is effective and affordable.

Please email us at [info@sdmeetings.com](mailto:info@sdmeetings.com) to set up an event discovery call. This will help us learn more about your program and create a custom proposal for you. Please include the following information in your email if possible:

- Org Name:
- Contact:
- Email:
- Conference name:
- Conference Website
- Location
- Event Dates:
- # of Staff needed
- Shifts per day (hours)
- Budget



**We look forward to serving you!**

Sincerely,

*Erin Scholes*

CEO & Founder

SD Meetings & Events