

# VEGAs

event group

**VEGAs Event Group LLC.**  
Employee Handbook



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# VEGAs

event group

## Section 1 - WELCOME TO VEGAs Event Group!!!!

Welcome to VEGAs Event Group, the leading entertainment company in Central Texas. From all of us on staff, we welcome you to the family!

**Who we are as a company is a result of the talents and skills of our staff, our entertainers, and you.**

Who we are

**Our Mission - To provide extraordinary customer services & experiences:**

*In Our Markets - Central Texas Area*, VEGAs Event Group is seen as a leader of entertainment services, and has a proven track record for creating results that exceed our customer's expectations. VEGAs Event Group provides extraordinary customer service and experience.

**Our Customers -**

Our customers are excited to have VEGAs Event Group as their entertainment, and they experience extraordinary customer service. Our customers become lifelong fans of our services and regularly refer new business to us.

**Our Staff, DJs, and Employees -**

**Our Staff.** Pro Sound & Light Show's office staff are committed to providing extraordinary customer service, and outstanding training and support for our DJs and Employees. Supporting each other and enabling us to fulfill on the promises we make as a company.

**Our Entertainers.** VEGAs Event Group Entertainers are talented and skilled entertainers committed to providing extraordinary customer experiences. Our Entertainers Take on the task of creating outstanding results for our customers, and they are the face of VEGAs Event Group, loved by our customers and audiences.

**Our Employees.** VEGAs Event Group Employees take on challenges, learn new skills, and refine their talents to be better suited to provide extraordinary customer service for our customers

**Who we are - As A Company**

VEGAs Event Group is a leader in the entertainment industry, and creates fun & memorable events for its customers. VEGAs Event Group is highly awarded and recognized by clients for the for the value and quality of its services, customer service and experience.

## What we are

VEGAs Event Group is an entertainment company. While we specialize in weddings, we also work with schools, corporate entities, and other private events. We also have a division dedicated to bars, restaurants & nightlife.

We are an elite group of entertainers, meaning we train hard, and we work harder. We offer a level of service that our competition in the area does not. Because of this, we are selective about who we send out to perform for us.

Only those who complete our training and demonstrate mastery of all of the required skill sets will become entertainers at VEGAs Event Group.

We have existed in the market since 2011 and have become one of the elite entertainment companies ever since!

We have state of the art systems & equipment, each with backup gear and maintained by dedicated equipment staff. We also have a strong dress code and a strict code of conduct.

## What you can expect

As a newly hired entertainer at VEGAs Event Group, you can expect to be challenged, trained, supported, coached, and to thrive.

We have extensive training available, and many opportunities to grow & move within our organization.

Our summers are very busy, and while our winter months are slower, we have plenty of work opportunities year round.

We have at least 3 annual company parties & events. Our Holiday Party, our DJ Gala & Awards Banquet, and our Summer Picnic. There are also monthly meetings & quarterly gatherings to support & build community with your fellow DJs & entertainers.

## VEGAs Event Group

### CONTACT INFORMATION

#### Main Office:

VEGAs Event Group  
411 Deer Cross Lane  
San Antonio Tx, 78460

#### Phone Numbers:

San Antonio Office: (210) 527-7840  
ATX Office: (512) 871-8657

#### Online:

San Antonio Email: [info@vegasdjservices.com](mailto:info@vegasdjservices.com)  
ATX Email: [atx@vegasdjservices.com](mailto:atx@vegasdjservices.com)  
Photo Booth Email: [info@vegasphotoboothsa.com](mailto:info@vegasphotoboothsa.com)

Website: <https://www.vegasdjservices.com/>  
Facebook: <http://www.facebook.com/vegasdjservices>  
Twitter: <https://twitter.com/vegasdjservices>  
Instagram: <https://www.instagram.com/vegasdjservices/>

Website: <https://vegasphotoboothsa.com/>  
Facebook: <https://www.facebook.com/vegasphotoboosths/>  
Instagram: <https://www.instagram.com/vegasphotoboothsa/>

Facebook: <https://www.facebook.com/vegaseventgroup/>  
Instagram: <https://www.instagram.com/vegaseventgroup/>

#### Lead Manager:

Robert Vega Jr (210) 838-0688  
[robert@vegaseventgroup.com](mailto:robert@vegaseventgroup.com)

#### Office Manager:

Monique Reitzer (210) 527-7840

#### Project Management Coordinator

Veronica (210) 440-6363  
[veronica@vegaseventgroup.com](mailto:veronica@vegaseventgroup.com)

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## VEGAs Event Group

### POSITION: DJ TRIVIA HOST

To become a DJ Trivia Host

- Complete DJ Trivia Training : 1 to 2 hours Classroom
- Complete DJ Trivia Shadowing & Assisting : 2 to 3 DJ Trivia Events

**The Purpose of DJ Trivia:** To sell more food and beverage, turning a slow night into a busy night. Creating a fun and welcoming atmosphere for the players to want to return week after week.

**The Purpose of the DJ Trivia Host:** To run the DJ Trivia game consistent with the guidelines set forth by DJ Trivia . Helping the location sell more food and beverage, and creating a fun and welcoming atmosphere for the players to want to return week after week.

*DJ Trivia is a registered trademark and national brand of live hosted bar & restaurant team based trivia. VEGAs Event Group is an Affiliate of DJ Trivia.*

#### **DJ Trivia Hosts:**

1. Agree to be schedulable for a minimum of one regular weekly DJ Trivia game.
2. Create fun & engaging playlists designed for the players at the location they are hosting.
3. Post to social media the Time & Location they will be hosting DJ Trivia, promoting the “Clue of the Day”
4. Arrive 30 minutes before the DJ Trivia start time
  - a. To ensure any technical difficulties are resolved before game start
  - b. To enroll and register teams to play DJ Trivia
  - c. To build rapport with the bar staff
5. Run the DJ Trivia game consistent with the guidelines set forth by DJ Trivia (without adding, removing, or changing anything)
6. Announce and promote bar specials between rounds (to sell more food & beverage)
7. Announce and promote any regional DJ Trivia announcements, such as League Playoffs and Championships
8. Recognize and honor the winning teams
9. Build rapport with players, encouraging them to return next week.
10. Post to social media pictures & winners from the game
11. Collect and return payment from the location
12. Take and submit photos from their events to the office for promotional purposes to grow our DJ Trivia player base.
- 13. Reports to Entertainment Manager**

Compensation for DJ Trivia Host:

- \$25 / Event for Shadowing & Assisting
- \$50 / Event for Hosting

VEGAs Event Group

**POSITION: DJ BINGO HOST**

To become a DJ Bingo Host

- Complete DJ Bingo Training : 1 to 2 hours Classroom
- Complete DJ Bingo Shadowing & Assisting : 1 to 2 DJ Bingo Events

**The Purpose of DJ Bingo:** To sell more food and beverage, turning a slow night into a busy night. Creating a fun and welcoming atmosphere for the players to want to return week after week.

**The Purpose of the DJ Bingo Host:** To run the DJ Bingo game consistent with the guidelines set forth by DJ Bingo . Helping the location sell more food and beverage, and creating a fun and welcoming atmosphere for the players to want to return week after week.

DJ Bingo is a registered trademark and national brand of Music Bingo. VEGAs Event Group is an Affiliate of DJ Bingo.

**DJ Bingo Hosts:**

1. Agree to be schedulable for a minimum of one regular weekly DJ Bingo game.
2. Are fun & inviting to the players & guests at the location they are hosting DJ Bingo.
3. Post to social media the Time & Location they will be hosting DJ Bingo
4. Arrive 30 minutes before the DJ Bingo start time
  - a. To ensure any technical difficulties are resolved before game start
  - b. To enroll and register players to play DJ Bingo
  - c. To build rapport with the bar staff
5. Run the DJ Bingo game consistent with the guidelines set forth by DJ Bingo (without adding, removing, or changing anything)
6. Announce and promote bar specials between rounds (to sell more food & beverage)
7. Announce and promote any regional DJ Bingo announcements
8. Recognize and honor the winning players
9. Build rapport with players, encouraging them to return next week.
10. Post to social media pictures & winners from the game
11. Collect and return payment from the location
12. Take and submit photos from their events to the office for promotional purposes to grow our DJ Bingo player base.
- 13. Reports to Entertainment Manager**

**Compensation for DJ Bingo Host:**

- \$25 / Event for Shadowing & Assisting
- \$50 / Event for Hosting

## POSITION: PROFESSIONAL DJ

### Entry Level

#### **To become A Professional DJ**

- Complete Professional VEGAs DJ Curriculum and Final Review by Robert Vega Jr
- Complete DJ Shadowing & Assisting : 5-8 DJ Events (Wedding/School Dance/Company Party)

**The Purpose of the Professional DJ:** To provide quality Professional Mobile Disc Jockey entertainment with extraordinary customer service. Performing to the best of their ability, representing VEGAs Event Group and what we are committed to.

VEGAs Event Group Professional DJs are fun, outgoing individuals who can keep an event organized, and listen to the client's wants. They work well with other vendors and are team players to make sure the event is a success.

Our DJs throw a great party, making sure all the guests are having a good time, and can keep a dance floor packed all night long.

#### **The VEGAs Event Group Professional DJ:**

1. Professional DJs agree to perform for two years, and to be schedulable for a minimum of two times a month to either perform an event or to be on-call or assist with training new DJs.
2. Available to perform events throughout the year, Calendar holidays will involve a 25% increase in pay rate.
3. Communicates with VEGAs office staff for scheduled events in advance
4. Communicates with assigned clients in advance, once scheduled with VEGAs office staff.
  - a. Once assigned to the event, VEGAs office staff will send an Initial email introduction on your behalf.
  - b. VEGAs Office Staff will schedule final meetings 1 month till event date, to review all day of details.
  - c. Goes above and beyond by meeting with the client in person or over phone during final meetings.
5. Reviews Event Planner/Vibo information provided by VEGAs Event Group.
  - a. Confirm all event details prior to scheduling of final meeting with VEGAs office staff.
  - b. During final meeting, confirms all event details, including music selection - Must Play, Play if Possible, Play Only if Requested, and Do Not Play
  - c. Communicates any special music or edits not-in-library no later than noon on Wednesday before the event.
  - d. Identifies and recommends available add-ons to enhance the event during the final meeting.
  - e. You will get 3% for any items upsold during final meetings.
  - f. Fill out forms provided by VEGAs office staff during the final meeting and send it back to the office.
6. Confirms assigned System and Equipment for event with VEGAs Event Group prior to final meeting.
7. Tests and verifies System and Equipment prior to travelling to the event. Please have backup plans in place.
8. Arrives on-site for events dressed professionally with clients recommended attire for the event
9. Ensures event starts on-time, confirms approved setup times with VEGAs office including client.
  - a. As per contract we will need to be setup and operational 30 mins prior to booked start time
  - b. Early Setups will require special approval by VEGAs office and/or an additional idle time fee.
10. Communicates and coordinates with other event vendors to ensure the success of the event.
  - a. Is a champion for "Team Client"
11. Performs in a professional manner reflecting positively on himself/herself, the company, and the client.
12. Generates referrals and new business for the company through excellence in performance.

13. Is responsible for any and all equipment assigned to them, keeping it safe, secure, and in good working order, and to promptly return VEGAs equipment when requested.
14. Take and submit photos & video from their events to the office for promotional purposes.
15. Coach & train assistants in on-the-job duties performed at our events.
16. VEGAs Event Group will provide Liability Insurance coverage for all events for our employees.
17. **Reports to Entertainment Manager**

### **Compensation for Professional DJ:**

1. **\$Hourly Rate for contracted time of event + Base Setup/Strike Fee per Event+Mileage Reimbursement**
  2. **\$10** for retrieving 5 Star Video Review from client after event sent to office for promotional purposes.
  3. **\$75 Setup/Strike Fee** if DJ provides their own Standard DJ Package
  4. **Additional Setup/Strike Options** (Explained in DJ Payment Terms)
- Mileage Reimbursement calculated at VEGAs Approved Rate per Mile (\$0.50 per mile) outside coverage area.
    - Mileage is calculated as distance from VEGAs centralized locations in San Antonio & Austin Tx, to the Venue, and back according to Google Maps.
    - Parking Fees for downtown Events will also be paid following events. (Send receipts to office)

### **Extra Incentives**

1. **\$20 Bonus** for receiving a 5 Star Review on all 3 platforms WeddingWire/TheKnot/Google following event.
2. **Upselling Add-Ons** during final meetings, you will get 3% for every item you upsell minus CC Fees
3. **Shows/Open Houses:** If you sell during shows/open houses, we will pay you 3% of sale minus CC Fees.
  - a. Must complete the Sale Process, creating quotes and signing them.
4. **Bird Dog Incentive:** Clients you bring into the company will automatically get **\$50** to you regardless of package they choose or entertainer they hire. They must Book with us to get paid incentive. We sell them not you.
  - a. Bird Dog Incentives are to be paid out 1 time only regardless of how many time clients rebook.
  - b. Must be new leads and cannot be in our system, reached out to us or prior to them reaching out to you.
  - c. Cannot Combine with Selling Incentives or Elite Reserved Clients

## POSITION: ELITE PROFESSIONAL DJ

### Elite Level

#### To gain Elite DJ Status

- Complete DJ Shadowing & Assisting : 5 DJ Events (Wedding/School Dance/Company Party)
- Complete VEGAs Professional DJ Curriculum & Final Review Approved by Robert Vega Jr
- Complete 1 Year with VEGAs Event Group and/or complete 10 Events on you own (5 Star Reviews)

**The Purpose of the Elite DJ:** *To provide top quality Professional Mobile Disc Jockey entertainment with extraordinary customer service, and a personalized experience.* Performing to the best of their ability, representing VEGAs Event Group and what we are committed to.

VEGAs Event Group Elite DJs are experienced entertainers, who have a proven track record of loyalty, reliability and extraordinary customer service as a Professional DJ. They are leaders within the company and are responsible for training and coaching newer DJs.

Our Elite DJs are the best of the best, and are committed to providing the highest quality performance for their clients.

#### The VEGAs Event Group Elite DJ:

1. Elite DJs agree to perform for two years, and to be schedulable for a minimum of two times a month to either perform an event or to be on-call or assist with training new DJs.
  - a.
2. Available to perform events throughout the year, Calendar holidays will involve a 25% increase in pay rate.
3. Communicates with VEGAs office staff for scheduled events in advance
4. Communicates with assigned clients in advance, once scheduled with VEGAs office staff.
  - a. Once assigned to the event, VEGAs office staff will send an Initial email introduction on your behalf.
  - b. VEGAs Office Staff will schedule final meetings 1 month till event date, to review all day of details.
  - c. Goes above and beyond by meeting with the client in person or over phone during final meetings.
5. Reviews Event Planner/Vibo information provided by VEGAs Event Group.
  - a. Confirm all event details prior to scheduling of final meeting with VEGAs office staff.
  - b. During final meeting, confirms all event details, including music selection - Must Play, Play if Possible, Play Only if Requested, and Do Not Play
    - Communicates any special music or edits not-in-library no later than noon on Wednesday before the event.
  - c. Identifies and recommends available add-ons to enhance the event during the final meeting.
    - You will get 3% for any items upsold during final meetings.
  - d. Fill out forms provided by VEGAs office staff during the final meeting and send it back to the office.
6. Confirms assigned System and Equipment for event with VEGAs Event Group prior to final meeting.
7. Tests and verifies System and Equipment prior to travelling to the event. Please have backup plans in place.
8. Arrives on-site for events dressed professionally with clients recommended attire for the event.

9. Ensures event starts on-time, confirms approved setup times with VEGAs office including client.
  - As per contract we will need to be setup and operational 30 mins prior to booked start time
  - Early Setups will require special approval by VEGAs office and/or an additional idle time fee.
10. Communicates and coordinates with other event vendors to ensure the success of the event.
  - Is a champion for "Team Client"
11. Performs in a professional manner reflecting positively on himself/herself, the company, and the client.
12. Generates referrals and new business for the company through excellence in performance.
13. Is responsible for any and all equipment assigned to them, keeping it safe, secure, and in good working order, and to promptly return said equipment when requested.
14. Take and submit photos & video from their events to the office for promotional purposes.
15. Coach & train assistants in on-the-job duties performed at our events.
16. Training & development of our Professional DJs through on-the-job training of Assistants & Professional DJs, and through the delivery of our Professional DJ class.
17. VEGAs Event Group will provide Liability Insurance coverage for all events for our employees.
- 18. Reports to Entertainment Manager**

### **Compensation for ELITE DJ:**

1. **\$Hourly Rate for contracted time of event + Base Setup/Strike Fee per Event+Mileage Reimbursement**
  2. **\$10** for retrieving 5 Star Video Review from client after event sent to office for promotional purposes.
  3. **\$100 Setup/Strike Fee** if Elite DJ provides their own Standard DJ Package
  4. **Additional Setup/Strike Options** (Explained below in Contractor Agreement Contract)
- Mileage Reimbursement calculated at VEGAs Approved Rate per Mile (\$0.50 per mile) outside coverage area.
    - Mileage is calculated as distance from VEGAs centralized locations in San Antonio & Austin Tx, to the Venue, and back according to Google Maps.
    - Parking Fees for downtown Events will also be paid following events. (Send receipts to office)

### **Extra Incentives**

1. **\$20 Bonus** for receiving a 5 Star Review on all 3 platforms WeddingWire/TheKnot/Google following event.
2. **Upselling Add-Ons** during final meetings, you will get 3% for every item you upsell minus CC Fees
3. **Shows/Open Houses:** If you sell during shows/open houses, we will pay you 3% of sale minus CC Fees.
  - a. Must complete the Sale Process, creating quotes and signing them.
4. **Bird Dog Incentive:** Clients you bring into the company will automatically get **\$50** to you regardless of package they choose or entertainer they hire. They must Book with us to get paid incentive. We sell them not you.
  - a. Bird Dog Incentives are to be paid out 1 time only regardless of how many time clients rebook.
  - b. Must be new leads and cannot be in our system, reached out to us or prior to them reaching out to you.
  - c. Cannot Combine with Selling Incentives or Elite Reserved Clients

VEGAs Event Group

**POSITION: PROFESSIONAL MC**

**To become A Professional Showcase MC**

- Complete Professional VEGAs MC Curriculum and Final Review by Robert Vega Jr
- Complete DJ/MC Shadowing & Assisting : 5 Events (Wedding/School Dance/Company Party)

**The Purpose of the Professional Showcase MC:** To provide quality Professional Master of Ceremonies entertainment with extraordinary customer service. Performing to the best of their ability, representing VEGAs Event Group and what we are committed to.

VEGAs Event Group Professional MCs are fun, outgoing individuals who can keep an event organized, and listen to the client's wants. They work well with other vendors and are team players to make sure the event is a success.

Our Showcase MCs know how to keep the party going, working one on one with VEGAs DJ making sure all the guests are having a good time, and can keep a dance floor packed all night long.

**The VEGAs Event Group Professional DJ:**

1. Professional MCs agree to perform for two years, and to be schedulable for a minimum of two times a month to either perform an event or to be on-call or assist with training new MCs.
2. Available to perform events throughout the year, Calendar holidays will involve a 25% increase in pay rate.
3. Communicates with VEGAs office staff for scheduled events in advance
4. Communicates with assigned clients in advance, once scheduled with VEGAs office staff.
  - a. Once assigned to the event, VEGAs office staff will send an Initial email introduction on your behalf.
  - b. VEGAs Office Staff will schedule final meetings 1 month till event date, to review all day of details.
  - c. Goes above and beyond by meeting with the client in person or over phone during final meetings.
5. Reviews Event Planner/Vibo information provided by VEGAs Event Group.
  - a. Confirm all event details prior to scheduling of final meeting with VEGAs office staff.
  - b. During the final meeting, works side by side with DJ, confirming all event details and special requests.
  - c. Communicates any special requests, last minute changes, no later than Wednesday before the event.
  - d. Identifies and recommends available add-ons to enhance the event during the final meeting.
  - e. You will get 3% for any items upsold during final meetings.
  - f. Fill out forms provided by VEGAs office staff during the final meeting and send it back to the office.
6. Arrives on-site for events dressed professionally with clients recommended attire for the event
7. Ensures the event starts on-time and ready to go 30 mins prior to booked start time.
8. Communicates and coordinates with other event vendors to ensure the success of the event.
  - a. Is a champion for "Team Client"
9. Is the Voice of the Event, Showcase MC will be responsible for all announcements for the night of the event.
  - a. Showcase MCs will work with DJ making sure all events are properly announced and handled
  - b. Showcase MCs will interact with Crowd on Dancefloor which will include line dances and shout outs.
    - i. MCs will be required to stay up to date on most popular line dances & trends.
    - ii. MCs main job during dance time is to keep guests on the dance floor.
    - iii. MCs **MUST** stay engaged with clients throughout the whole event including guests.
  - c. MCs will handle Microphone Duties all Night, from Introductions, Events, Dancing, Games, Etc.
    - i. DJ is **NOT** responsible for **ANY** announcements when Showcase MC is attached to an event.

10. Performs in a professional manner reflecting positively on himself/herself, the company, and the client.
11. Generates referrals and new business for the company through excellence in performance.
12. Is responsible for any and all equipment assigned to them, keeping it safe, secure, and in good working order, and to promptly return VEGAs equipment when requested.
13. Take and submit photos & video from their events to the office for promotional purposes.
14. Coach & train assistants in on-the-job duties performed at our events.
15. VEGAs Event Group will provide Liability Insurance coverage for all events for our employees.
16. **Reports to Entertainment Manager**

### **Compensation for Professional DJ:**

1. **\$Hourly Rate for contracted time of event + Base Setup/Strike Fee per Event+Mileage Reimbursement**
  2. **\$10** for retrieving 5 Star Video Review from client after event sent to office for promotional purposes.
  3. **Additional Setup/Strike Options** (Explained in Entertainer Payment Terms)
- Mileage Reimbursement calculated at VEGAs Approved Rate per Mile (\$0.50 per mile) outside coverage area.
    - Mileage is calculated as distance from VEGAs centralized locations in San Antonio & Austin Tx, to the Venue, and back according to Google Maps.
    - Parking Fees for downtown Events will also be paid following events. (Send receipts to office)

### **Extra Incentives**

1. **\$20 Bonus** for receiving a 5 Star Review on all 3 platforms WeddingWire/TheKnot/Google following event.
2. **Upselling Add-Ons** during final meetings, you will get 3% for every item you upsell minus CC Fees
3. **Shows/Open Houses:** If you sell during shows/open houses, we will pay you 3% of sale minus CC Fees.
  - a. Must complete the Sale Process, creating quotes and signing them.
4. **Bird Dog Incentive:** Clients you bring into the company will automatically get **\$50** to you regardless of package they choose or entertainer they hire. They must Book with us to get paid incentive. We sell them not you.
  - a. Bird Dog Incentives are to be paid out 1 time only regardless of how many time clients rebook.
  - b. Must be new leads and cannot be in our system, reached out to us or prior to them reaching out to you.
  - c. Cannot Combine with Selling Incentives or Elite Reserved Clients



VEGAs Event Group

**POSITION: PHOTO BOOTH ATTENDANT aka "BOOTH MASTER"**

To become A Booth Master

- Complete Photo Booth Training : 1-2 Classroom Sessions, approx 1hr per session
- Complete Photo Booth Assisting : 3-4 Photo Booth Events (Wedding/School Dance/Company Party)
- Complete 2 Events being shadowed by Robert Vega Jr

**The Purpose of the Photo Booth Master:** To provide quality photo booth entertainment & experiences with extraordinary customer service . Performing to the best of their ability, representing VEGAs Event Group and what we are committed to.

VEGAs Event Group Booth Masters are fun, outgoing individuals who can set up our photo booth equipment, and encourage guests to use and have fun in our photo booths. They work well with other vendors and are team players to make sure the event is a success.

Our Booth Masters are responsible individuals who can problem solve and troubleshoot issues, and ensure our events are performed successfully..

**The VEGAs Event Group Booth Master:**

1. Is available to perform events throughout the year including holidays which pay 25% MORE.
2. Agrees to perform and complete the current season, and to be schedulable for a minimum of three times a month to work an event.
3. Communicates with VEGAs Event Group office staff to schedule events in advance
4. Communicates with assigned clients in advance of the event if needed.
  - a. Month of checks in with VEGAs Office to confirm events booked for the month
5. Confirms assigned Photo Booth and Equipment for event with VEGAs Event Group Entertainment Manager
6. Tests and verifies Equipment prior to travelling to the event
7. Arrives on-site for event, dressed professionally and with ample time to set-up
8. Ensures event starts on-time
9. Communicates and coordinates with other event vendors to ensure the success of the event. a. Is a champion for "Team Client"
10. Performs in a professional manner reflecting positively on himself/herself, the company, and the client.
11. Is responsible for any and all equipment assigned to them, keeping it safe, secure, and in good working order, and to promptly return said equipment when requested.
12. Take and submit photos & video from their events to the office for promotional purposes.
13. Coach & train assistants in on-the-job duties performed at our events.
- 14. Reports to Entertainment Manager**

**Compensation for Photo Booth Master:**

1. **\$Hourly Rate for contracted time of event + Base Setup/Strike Fee per Event + Mileage Reimbursement**
  - a. **Starting at \$10 / Hour**
  - b. Complete Photo Booth Training = **\$5 / Hour Raise**
  - c. Eligible for Review & **\$1 / Hour Raise, every 10 events** (Must receive positive review to receive raise)
2. **\$30 Setup/Strike Fee** per event while Assisting
3. **\$50 Setup/Strike Fee** per event as Booth Master

Mileage Reimbursement calculated at VEGAs Approved Rate per Mile (\$0.50 per mile) outside coverage area.

- Mileage is calculated as distance from VEGAs centralized locations in San Antonio & Austin Tx, to the Venue, and back according to Google Maps.
- Parking Fees for downtown Events will also be paid following events. (Send receipts to office)

VEGAs Event Group

**POSITION: TECH TEAM**

To become part of the Tech Team

- Complete VEGAs Event Group Professional Tech Program
- Complete Gear & Maintenance Program

**The Purpose of the Tech Team:** To ensure Pro Sound & Light Show's equipment is well maintained and performance ready . Performing to the best of their ability, supporting our DJs and office staff, the Pro Sound & Light Show Tech Team are skilled technicians.

The Tech Team consists of Pro Sound & Light Show DJs assisting in the warehouse to maintain and improve the systems, gear and equipment used by our entertainers at events.

**The Pro Sound & Light Show Tech Team Member:**

1. Assists in the warehouse with the maintenance of our gear and equipment
2. Communicates with VEGAs Event Group entertainment manager for scheduling
3. Communicates with DJs about the status of assigned systems, gear and equipment
4. Checks-In and Checks-Out additional gear & equipment for events
5. Prepares systems for events
  - a. Systems are prepared with the System Checklist no later than 8PM Tuesday Evening
  - b. Tech Report Forms are processed, fulfilled, and reported completed.
6. Conducts repairs on gear & equipment as necessary
7. Maintains the warehouse in an orderly and professional manner
  - a. All 10 DJ Systems are kept in Show-Ready condition
  - b. All Lighting & Effects are in working order and accounted for
- 8. Reports to Entertainment Manager**

## POSITION: Day Of Coordinator

**The Purpose of the Day Of Coordinator:** VEGAs day of coordinators, also known as a wedding day coordinator assists wedding couples in so many wonderful ways on the actual day of their wedding. VEGAs Day of coordinators will help to alleviate a lot of the stress associated with the final days of planning as well as reduce the pressure often associated with day-of logistics.

VEGAs wedding day coordinators are adept listeners and problem solvers will jump into the process a few weeks to a few months prior to the big day, usually to help those couples who are planning the wedding themselves.

### **The VEGAs Event Group Coordinators:**

1. Assists Clients with planning the special day on the day of the event.
2. Works one on one with VEGAs Office Staff obtaining all details for the day of.
3. Works with Client during Wedding Rehearsal lining up guests and wedding party
4. Communicates with all Clients Vendors prior to the day of event, confirming they are aware of all details that pertain towards the event.
  - a. To help plan their events
  - b. To identify and recommend additional add-ons, enhancements, and services that will facilitate their desired result
  - c. Manages Ceremony / Reception including working with DJ for events happening throughout the event.
  - d. Provides Extraordinary Customer Support
  - e. Recommends best fit solution for last minute changes
5. After event is over, packs personal items as directed by client
- 6. Reports to Lead Manager**

The main role of an event day coordinator is to ensure that your plans are carried out smoothly and to discreetly handle any problems that may arise. They are the liaison with the venue, catering manager, decorators, entertainment, photographer and parents. They pull the pieces of the puzzle together!

VEGAs Event Group

**POSITION: ENTERTAINMENT MANAGER**

**The Purpose of the Entertainment Manager:** *To lead and support VEGAs Event Group award winning team of entertainers, DJs and DJ Trivia Hosts. Performing to the best of their ability, representing VEGAs Event Group and leading by example..*

VEGAs Event Group Entertainment Manager is a talented and experienced Team Member who has shown initiative and leadership skills. They take on the role of hiring, training, supporting, and scheduling DJs for events.

The Entertainment Manager is someone who empowers our Entertainers to perform at their best, providing extraordinary customer service to our staff and clients.

**The VEGAs Event Group Entertainment Manager:**

1. Communicates with clients
  - a. To help plan their events
  - b. To identify and recommend additional add-ons, enhancements, and services that will facilitate their desired result
2. Supports the Entertainers
  - a. Interviews & Hires new Entertainment applicants
  - b. Leads DJ/MC Training & Coaching
  - c. Schedules DJs for events
3. Leads the Tech Team
  - a. Keeps supply inventory in stock
  - b. Schedules Tech Team
  - c. Trains & Coaches the Tech Team in proper maintenance of systems, gear & equipment
- 4. Reports to Lead Manager**

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VEGAs Event Group

**POSITION: OFFICE STAFF**

**The Purpose of the Office Staff:** To provide extraordinary customer service, personalized experience working alongside VEGAs team connecting with and helping our clients make the best experience leading to their event. Our Office Staff are Friendly & supportive, they listen for what is important to our future clients, and help them find solutions that they want. Performing to the best of their ability, representing VEGAs Event Group and what we are committed to.

VEGAs Event Group Office Staff are adept listeners and problem solvers, matching our entertainment solutions to the wants, needs, and desires of our future clients. Our Staff are considered the best in the area, and have a passion and real connection with all of our clients and team.

**The VEGAs Event Group Office Staff:**

1. Supports day-to-day operations within the Office including Staff, Client Support
2. Responds to inquiries from client leads
3. Assists with Sales & Promotions Lifecycle Operations
4. Communicates with Clients on the daily basis.
  - a. To help plan their events
  - b. To identify and recommend additional add-ons, enhancements, and services that will facilitate their desired result
  - c. Manage their Account including billing, Vendor Support.
  - d. Provides Extraordinary Customer Support
  - e. Recommends best fit solution
5. Manages VEGAs Crew for Upcoming Events & Scheduling
- 6. Reports to Lead Manager**

## **SUBCONTRACTOR REPRESENTATIVE**

May not make public statements regarding issues or matters of VEGAs EVENT GROUP about which they are not an authorized spokesperson.

While representing VEGA'S EVENT GROUP at events booked by VEGA'S EVENT GROUP, subcontractors must refrain from advertising or exerting any other brand/company other than VEGAs EVENT GROUP during event and after.

Must avoid disclosing non-public, internal, secret, or proprietary information related to VEGAs EVENT GROUP or its clients to unauthorized persons, either within or outside VEGAs EVENT GROUP employment.

May not solicit, induce, encourage, call upon, or otherwise contact for the purpose of soliciting, inducing or encouraging, any customers, prospective customers, suppliers, vendors, referral sources, advertisers, prospective advertisers or accounts of VEGAs Event Group or any of its subsidiaries or affiliates to terminate or reduce in scope or value their relationship with VEGAs Event Group or any of its subsidiaries or affiliates. Contractors caught with embezzlement with clients associated with VEGAs Event Group will be terminated and will be fined and must deal with legal matters dealing with Embezzlement.



VEGAs Event Group

**Section 2 - Agreements**

1. I agree that I am an employee of VEGAs Event Group and will eagerly, faithfully, and to the best of my ability, skill, experience and talents, perform all duties and responsibilities of the position for which I was hired.
2. I agree to develop myself in new areas, so that I may grow as an individual, and become equipped to help the company succeed.
3. I agree that as part of my training and development I will attend all classes and fulfill all agreements.
4. I agree to be coachable.
5. I agree to not intentionally cause breakdowns.
6. I agree to be in communication with staff, my fellow employees, and clients.
7. I agree that if I have any issues or problems that I will responsibly communicate only to the person who can resolve that issue.
8. I agree to not gossip.
9. I agree to represent VEGAs Event Group and the commitments we have to our clients, and our employees.

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Please Print Your Name

**VEGAs Event Group**

**Employment Agreement - Copy 1 For Company**

(Revised 04-2020)

In consideration of my employment with ADA Corporation d/b/a VEGAs Event Group (hereinafter referred to as "The Company"), I hereby agree to as follows:

1. That I am an "At Will" Employee. "At will" is defined as allowing either I or The Company to terminate the Agreement at any time, for any reason permitted by law, with or without cause and with or without notice. I agree to complete any agreements and provide agreed upon notice to The Company in the event that I resign.
2. That all materials, concepts and information provided to me for the purposes of training or in the fulfillment of my job duties are proprietary and confidential. I agree not to use, disclose or communicate, in any manner, proprietary information about The Company, its operations, clientele, or any other proprietary information, that relate to the business of The Company. This includes, but is not limited to, the names of The Company's customers, its marketing strategies, operations, or any other information of any kind which would be deemed confidential or proprietary information of The Company including but not limited to: pricing, employees, dates of service, contracts, prospective clients etc.
3. That all files, records, documents, notes, emails, scripts, pictures, audio and video, manuals and similar items related to the business of The Company, whether created by me or coming into my possession, remains the exclusive property of The Company. I agree to return such items to The Company promptly upon request, or upon my termination, and not keep any copies thereof.
4. To adhere to all of my agreements, including the policies, procedures, rules and regulations set forth by The Company. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the Employee Handbook, any summary benefit plan descriptions, or any other personnel practices or policies of The Company.
5. Not to compete or provide conflicting services with The Company, either on my own or through employment with another entity, for the duration of my agreement. I understand that if my employment is terminated before my agreement expires, that I agree to be held by this non-compete agreement until such time that the agreement is complete.
6. That my name and likeness from pictures, video, and client testimonials may be used and published by The Company for promotional, training, or other purposes in accordance with its business, and any such items are the exclusive property The Company.

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Signature

© 2020 VEGAs Event Group LLC

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Date

CONFIDENTIAL

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Please Print Your Name

## Employment Agreement - Copy 2 For Employee

(Revised 04-2020)

In consideration of my employment with ADA Corporation d/b/a VEGAs Event Group (hereinafter referred to as "The Company"), I hereby agree to as follows:

1. That I am an "At Will" Employee. "At will" is defined as allowing either I or The Company to terminate the Agreement at any time, for any reason permitted by law, with or without cause and with or without notice. I agree to complete any agreements and provide agreed upon notice to The Company in the event that I resign.
2. That all materials, concepts and information provided to me for the purposes of training or in the fulfillment of my job duties are proprietary and confidential. I agree not to use, disclose or communicate, in any manner, proprietary information about The Company, its operations, clientele, or any other proprietary information, that relate to the business of The Company. This includes, but is not limited to, the names of The Company's customers, its marketing strategies, operations, or any other information of any kind which would be deemed confidential or proprietary information of The Company including but not limited to: pricing, employees, dates of service, contracts, prospective clients etc.
3. That all files, records, documents, notes, emails, scripts, pictures, audio and video, manuals and similar items related to the business of The Company, whether created by me or coming into my possession, remains the exclusive property of The Company. I agree to return such items to The Company promptly upon request, or upon my termination, and not keep any copies thereof.
4. To adhere by all of my agreements, including the policies, procedures, rules and regulations set forth by The Company. These policies, procedures, rules and regulations include, but are not limited to, those set forth within the Employee Handbook, any summary benefit plan descriptions, or any other personnel practices or policies of The Company.
5. Not to compete or provide conflicting services with The Company, either on my own or through employment with another entity, for the duration of my agreement. I understand that if my employment is terminated before my agreement expires, that I agree to be held by this non-compete agreement until such time that the agreement is complete.
6. That my name and likeness from pictures, video, and client testimonials may be used and published by The Company for promotional, training, or other purposes in accordance with its business, and any such items are the exclusive property The Company.

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Signature

© 2020 VEGAs Event Group LLC

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Date

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## Section 3 - POLICIES AND PROCEDURES

The most current VEGAs Event Group Policies and Procedures can be viewed on the VEGAs Event Group DJs Extranet Website.

The website is located at <https://www.vegasdjservices.com/employee-area.html>

OR

Head to DJ Planner and log into your account at <https://vegaseventgroup.info/clientlogon.asp> , use your employee username and password and use Weblinks access VEGAs Handbook

Policies included in this section:

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## CLIENT PAYMENTS POLICY

Date Updated: April 10th, 2020

### **Purpose:**

This policy provides parameters for collecting client payments for events to be performed.

### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, Subcontractors, and Assistants who work at VEGAs Event Group and its affiliated events & clients.

### **Policy:**

**Client payments received by Entertainers must be mailed or dropped off at Office Location 411 Deer Cross Lane, San Antonio Tx. Cash payments must be placed in an envelope with the date of the event, the client name, and the Entertainers name written on the envelope. Make sure the client makes checks payable to VEGAs Event Group LLC.**

### **Payments must be turned in no later than 48 hours prior to the event.**

The client's entertainment agreement requires payment of the balance due before the start of performance. The balance due is written on the event information sheet. If the client has not paid by the start of the event, you should ask them politely and professionally if they would like to pay the balance due. If a client wants a receipt, contact VEGAs Office at 210-527-7840, the client can make payment over phone or online. If a check payment is made, we will need to run the check first before the check can clear and the receipt sent for payment.

### **Collection of balance due for wedding/school/private party clients**

*Weddings & Private Parties* -- Wedding & Private Party clients are required to have their balance paid in full 2-weeks prior to the event. So these events should not have any balance to be collected. In the event that there is a balance due, it is usually a result of a last-minute add-on or upgrade.

*Regular Weekly Events: DJ Trivia, Bar Karaoke, DJ Bingo* -- Our regular weekly clients are expected to have a check or cash ready to be picked up at the completion of the event. Some locations mail their payments to the office. Verify with the Entertainment Manager if you are to collect payment, and when in doubt, always assume they will have a payment for you to collect.

*Corporate Events, Company Parties, & School Events* -- Corporate & School clients are expected to have their final balance payment to be delivered at the start of the event. Confirm with the client during the final planning call the balance due and form of payment they will be making it with. If they would like to pay with a credit card, they will need to contact the office to complete that payment. Let the client know that any balance due will need to be paid prior to the start of the event.

Remember, if there's ever a problem with collecting at a wedding or private event, we want it to be earlier in the evening and we want to be called! DO NOT ever argue with a client. It will be easier for you to resolve a collection problem if you ask well enough before the start time so that you will still have time to call us if there is a problem.

Failure to collect & return payments from clients may result in fewer events scheduled for the DJ, written warnings, and/or termination of employment.

## **TIPs and Extensions**

Accept any and all tips offered, but please DO NOT solicit tips or display a tip cup. If a tip is included in payment of the balance due (in check or money order), you will receive that tip with the payment for that show. Just make a note of it on the Show Report Form.

Sometimes a client will want to extend the performance time. Before agreeing to an extension, make sure the hall manager (or person in charge) will approve of the extension. Often, city regulations require a dance hall to shut down by a certain time. Also, make sure you receive approval from the client personally. You should also ask for the extension fee prior to extending the performance or you can pass the hat so to speak. You may charge whatever you want for an extension because you get to keep all of it. You are not obligated to extend the performance but we encourage you to do so.

## DRESS CODE POLICY

Date Updated: April 10, 2020

### **Purpose:**

The purpose of the Dress Code Policy is to ensure that Staff, Employees, DJs, and DJ Trivia Hosts dress in a professional manner consistent with our brand.

### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, Subcontractors, and Assistants who work at Pro Sound & Light Show and its affiliated events & clients.

### **Policy:**

All personnel are expected to dress in appropriate business casual attire (at a minimum) and present themselves in a professional manner consistent with our Brand. All clothing must be neat, clean, pressed and project a well groomed appearance. Pro Sound & Light Show recognizes that its employees may perform in a variety of environments and our dress code policy reflects the following environments.

### **VEGAs Event Group Offices:**

When working in the office, the dress code policy is "Business Casual". Office staff should be considered "show ready" at all times, meaning able to go on-site for a client event, or be ready for a client meeting in the office.

- No Ripped or Torn Blue Jeans No Shorts
- No T-Shirts (except official DJ Trivia or VEGAs Event Group T-Shirts)
- No Sandals

### **DJ Trivia Hosts:**

DJ Trivia hosts must be dressed professionally. It is preferable to wear official DJ Trivia apparel when hosting DJ Trivia. If no DJ Trivia apparel is available, then a collared shirt and pants is acceptable.

- No Shorts
- No Sandals

**Performance Entertainers (Wedding / School Dance / Other Events):**

It is normal to bring your performance dress clothes with you and change once you are set up. DJs are still expected to be dressed professionally even during setup.

Appropriate Setup Attire: Collared Shirt, Dress Pants / Black Jeans, Official Pro Sound & Light Show T-Shirts

Appropriate Performance Attire: Dress Pants, Dress Shirt, Tie, Vest, Suit, or Tuxedo. (Knee length professional skirts are OK for female DJs) We follow strict requests by clients on how Entertainers should dress.

- No Shorts
- No Sandals
- No Blue Jeans

## VEGAs Event Group

### DRUG AND ALCOHOL USE POLICY

Date Updated: April 10, 2020

#### **Purpose:**

To make clear VEGAs Event Groups policy regarding the use of alcohol or illegal Drugs

#### **Scope:**

This policy applies to all full-time, part-time, and temporary Office Staff, Employees, DJs, DJ Trivia Hosts, DJ Bingo Hosts, Photo Booth Attendants, Assistants and Subcontractors who work at VEGAs Event Group and its affiliated events.

#### **Policy:**

Our policy regarding drugs and alcohol is that:

1. There is no use of controlled substances (alcohol or illegal drugs) while at VEGAs Event Group place of business, or while performing events for VEGAs Event Group.
2. There is no use of illegal drugs at any time (regardless of whether or not you are on VEGAs Event Group property, or at an event); and
3. There is no use of alcohol outside of VEGAs Event Group place of business that impacts your performance as a Office Staff, Employee, Entertainers, DJ Trivia Host, DJ Bingo Host, Photo Booth Attendant, Assistant or Subcontractor.
4. There is no use of alcohol outside of VEGAs Event Group place of business that impacts your performance as a Office Staff, Employee, Entertainer, DJ, DJ Trivia Host, DJ Bingo Host, Photo Booth Attendant, Assistant or Subcontractor in the delivery of services to our clients.

If VEGAs Event Group determines that this policy has been violated, action will be taken appropriate to the circumstances. Personnel who violate this policy shall be subject to disciplinary action, up to and including termination of employment.

VEGAs Event Group has the right to make changes, additions, and deletions to this policy without notice.

## **Compliance with Laws & Regulations**

### **Scope:**

This policy applies to all full-time, part-time, and temporary Office Staff, Employees, DJs, DJ Trivia Hosts, DJ Bingo Hosts, Photo Booth Attendants, Assistants and Subcontractors who work at VEGAs Event Group and its affiliated events.

### **Policy:**

It is the responsibility of each DJ to conduct all tasks in a safe and efficient manner. VEGAs EVENT GROUP policy is to observe all laws, rules and regulations of government agencies, as well as the venues where services are to be performed.

### **ATTENDANCE AND PUNCTUALITY**

Office Staff, Employee, Entertainers, DJ Trivia Host, DJ Bingo Host, Photo Booth Attendant, Assistant or Subcontractors must be reliable and punctual when reporting to scheduled events and client meetings.

1. In Instances when absences or tardiness cannot be avoided by the Representatives of VEGAs Event Group.
2. Representatives of VEGAs Event Group may not subcontract any event booked under any entertainer unless approved by Robert Vega Jr
3. VEGAs Event Group Representatives must notify ROBERT VEGA JR (210-838-0688) as soon as and as well in advance of anticipated tardiness or absence as possible.
4. If the and VEGAs Representative is tardy or absence from a Pre-Scheduled Events Or Meetings, he or she will be held responsible for their actions and cannot be booked for future events until a sit down meeting is scheduled with ROBERT VEGA JR to discuss Company's Expectations and will be penalized 50% on next future scheduled event.

## VEGAs Event Group

### EQUIPMENT POLICY

Date Updated: April 10, 2020

#### **Purpose:**

To ensure the security and well-being of the VEGAs Event Group equipment and gear taken to events.

#### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, DJ Bingo Hosts, Booth Masters, Subcontractors, and Assistants who work at VEGAs Event Group and its affiliated events & clients.

#### **Policy:**

You are responsible for VEGAs Event Group equipment when it is in your possession. Cover up the equipment in your vehicle with a sheet or blanket. If you have to make a stop, park your vehicle where you can see it at all times. Remember: Never leave the equipment in an unlocked vehicle and never leave equipment in your vehicle for an extended period of time. Do not leave equipment in a locked car unattended for a long period of time. If you have equipment overnight, put your vehicle in a locked garage. If no garage is available, unload the equipment into a safe locked storage area.

All equipment must be returned to the warehouse, and in the appropriate locker, the day after a show by noon at the very latest. If any equipment is missing or broken, a "Tech Report" must be filed immediately.

Use VEGAs Event Group Equipment Checklists to check & double check that all assigned equipment is present and accounted for when picking up, setting up, striking, and returning equipment.

#### **Lost, Stolen or Damaged Equipment**

In the event that property of VEGAs Event Group is lost, stolen or damaged due to negligence by the employee, that employee is responsible for the replacement of said property. Negligence includes but is not limited to failing to follow VEGAs Event Group policies & procedures.

Property may be replaced by:

- The employee purchasing approved replacement equipment
- The replacement cost of the equipment being deducted from the employee's paycheck

VEGAs Event Group reserves the right to pursue any and all legal recourse to recover property and lost revenue from the negligent party responsible for lost, stolen or damaged equipment.

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## VEGAs Event Group

### ON CALL PROCEDURE

Date Issued: April 10, 2020

#### **Purpose:**

This documents the expectations and procedures for being On-Call. On Call DJs are the backbone of this company. Each of us goes out on long trips to events with the knowledge that if something goes wrong, help is on the way. When you are called, no matter the situation, no matter what's going on, you are the cavalry coming in to save the day. Be prepared, Be excited, Be ready to rock because you are likely to encounter someone who is having a rough day in almost every instance. Your confidence and helpfulness will truly make a difference!

#### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, who are scheduled to be On Call.

#### **Policy:**

##### **On Call DJ**

1. On Call DJ is "On Duty" from 10AM until 10PM of the scheduled day, though you may be called in an emergency situation later than 10PM
2. On Call DJ **CANNOT** commit to any other events going on outside of The Company's Events, in case an issue does arise and your services will be required.
3. On Call DJ will have access to the warehouse the whole day and will need to be on immediate standby from 12pm to 3PM the scheduled date they are on call.
  - a. Schedule of active events going on that day will be handed to DJ on standby.
  - b. If no issues arise by 5pm, DJ will be utilized to capture content from Events approved by Robert to use for all Social Media Platforms, Cameras and/or Phones will be provided to DJ on Day Of Events. All equipment must be returned once event coverage is over.
4. On Call DJ is prepared to travel on-site to an event
  - a. Is dressed "show ready"
  - b. Has a system prepared and ready to pick up
  - c. Can be on the road traveling to an event within 30 minutes of receiving the call
5. On Call DJ must always have a cell phone on, volume up, and in their presence while On Duty
6. On Call DJ may be required to replace the originally scheduled DJ on an event, deliver missing or malfunctioning gear to the performing DJ, or assist in an auto breakdown or accident by delivering the equipment, the original DJ and/or yourself to the event
7. Compensation for On Call DJ
  - a. \$30 for being "On Duty" on Day of for being on standby from 10am-10pm
  - b. If an emergency arises Pay Rate will be Regular DJ Rate + Time and a half for events worked or for deliveries made, including Mileage Fees/Parkings if required.
  - c. If DJ elects to capture content on company's behalf for all active events. Schedule of covered events will be given by the office. Pay will be at \$10 per hour. (On Top Of Standby Pay)
    - i. Start time will begin when DJ reaches venue to begin content coverage
    - ii. DJ can begin run starting at 6pm to begin capturing coverage
    - iii. Mileage/Parking Fees will be paid if required

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## VEGAs Event Group

### SCHEDULING POLICY

Date Issued: April 10, 2020

#### **Purpose:**

To make clear our policy regarding assigning and accepting scheduled events.

#### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, Subcontractors, and Assistants who work at VEGAs Event Group and its affiliated events & clients.

#### **Policy:**

In general, we will schedule the best available Entertainer for a specific performance. Your availability is determined by your current position agreements.

When you are scheduled to do a show, you must confirm your acceptance of the show in our online Event Planner and sign the Event Commitment Contract locking you into the event. Once you are confirmed at an event, our Office Staff will then guide you on what next steps to take including future scheduling of meetings.

**You are required to perform at any event you have confirmed and been contracted to do. We can never not show up at an event! If you think there is the slightest possibility you may not be able to perform your event, call the office immediately (DO NOT TEXT). You, the Entertainer, are responsible for finding a qualified replacement entertainer. We will assist, if possible, by providing names and phone numbers of qualified Entertainers if a replacement is needed. REMEMBER, YOU ARE CONTRACTUALLY OBLIGATED TO PERFORM AT YOUR CONTRACTED EVENTS! We are counting on everyone to ensure all shows can be performed as contracted.**

One Month prior to an event, our office staff will line up for a final meeting with client, you will need to get all required info from the client needed for day of so we can document on our records during you final meeting with client.

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## VEGAs Event Group

### TRAVEL POLICY

Date Issued: April 10, 2020

#### **Purpose:**

This policy covers compensation and recommended practices towards travel to and from events.

#### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, Subcontractors, and Assistants who work at Pro Sound & Light Show and its affiliated events & clients.

#### **Policy:**

You, the Entertainer, is responsible for making sure you have plenty of time for loading and unloading equipment, travel time, and setting up. Allow extra time for travel if there is bad weather. A show is very rarely cancelled because of the weather. If a client requests an earlier setup than normal, we will inform you prior to the day of to confirm that you are able to complete the request.

You need to be set up and "Show Ready" at the start of the performance time. We recommend arriving at least 2 hours in advance to give yourself extra time to set up, sound-check, and relax before starting your performance.

**Starting late is the equivalent of a no-show, and may be cause for termination of future services.**

Travel to and from events is paid at the IRS Mileage rate of \$0.535/mile as calculated by Google Maps. This is calculated as:

Mileage Reimbursement calculated at VEGAs Approved Rate per Mile (\$0.50 per mile) outside coverage area.

- Mileage is calculated as distance from VEGAs centralized locations in San Antonio & Austin Tx, to the Venue, and back according to Google Maps.
- Parking Fees for downtown Events will also be paid following events. (Send receipts to office)

#### Tracking Mileage for Tax Deductions

It is strongly recommended to track your own mileage driving to and from events for tax purposes. The generally accepted method for tracking mileage logs is:

<b>DATE,</b>	<b>Starting Mileage,</b>	<b>Ending Mileage,</b>	<b>Miles Driven,</b>	<b>Purpose of Trip</b>
--------------	--------------------------	------------------------	----------------------	------------------------

For automated mileage tracking, we recommend the use of the "Mile IQ" app for iPhone or Android. As always, consult with your tax advisor on proper mileage reporting and deductions.

For automated mileage tracking, we recommend the use of the “Mile IQ” app for iPhone or Android. As always, consult with your tax advisor on proper mileage reporting and deductions.

### **Travel with Assistants**

When multiple people are traveling to and from an event, the head entertainer is responsible for making sure everyone arrives safe and on-time. Unless otherwise approved by the Entertainment Manager, only one person will be paid for travel to and from the event, the person responsible for the vehicle used to travel.

If multiple vehicles are required to travel to an event, authorization for travel fees must be granted beforehand. Any unplanned and unapproved travel costs are the responsibility of the head entertainer for the event.

### **Hotel Policy**

When travelling more than 150 miles for an event, we strongly recommend booking a hotel room to stay overnight. As entertainers, we put in long days, and it can be physically demanding. We DO NOT recommend driving more than 2 hours home after an event.

**You acknowledge that by choosing to drive home after an event you choose to do so at your own risk.**

For events requiring travel of more than 150 miles from the warehouse to the venue, you may opt for Hotel Reimbursement. In order to receive Hotel Reimbursement you must:

1. Forward your room reservation email to the Entertainment Manager prior to the event date.
2. Provide your final room checkout receipt to the office.

You will be reimbursed for the cost of the hotel room, up to and not to exceed \$100.

## VEGAs Event Group

### WAREHOUSE POLICY

Date Issued: April 10, 2020

#### **Purpose:**

To ensure the security and well-being of the VEGAs Event Group office, warehouse, and equipment stored within.

#### **Scope:**

This policy applies to all full-time, part-time, and temporary Staff Members, Employees, DJs, and DJ Trivia Hosts, and Assistants who work at VEGAs Event Group and its affiliated events & clients.

#### **Equipment**

You are responsible for the equipment assigned to you. UNDER NO CIRCUMSTANCES are you to take any extra equipment that has not been assigned to you. If you think that you are missing equipment, or due to a last-minute change to your event need extra equipment, you MUST GET APPROVAL from the on-call manager.

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VEGAs Event Group

## LAPTOP KIT POLICY

Date Issued: April 10, 2020

### Purpose:

To ensure the security and well-being of the VEGAs Event Group laptop kits. Without our laptop kits we can't do our jobs.

### Scope:

This policy applies to all full-time, part-time, Employees, DJs, and DJ Trivia Hosts, and Assistants who work at VEGAs Event Group and its affiliated events & clients.

### Policy:

Every kit is identified by a bag tag with a marked "System #".

Every kit must contain the following items (and may contain additional items)

- A Laptop (Identified by Brand & ID#, IE HP03, Lenovo02, Asus05, etc)
  - NOTE: The laptop ID may not match the Kit System #.
- A Laptop power adapter - marked with the matching laptop ID
- 1x 302USB Mixer
- 1x ¼ to XLR Female Microphone Cable (3')
- 1x Microphone
- 1x RCA to XLR Male Speaker Cable
- 1x 10' (or longer) IEC Speaker Power Cable
- 1x Power strip ● 1x TAN 20' Extension Cord
- SUPPLIES - These items are used and need to be replenished on a regular basis
  - DJ Trivia Answer Slips
  - DJ Trivia Pencils
  - DJ Trivia official Rules & Score Sheet
  - DJ Trivia official Sign Up Sheets
  - DJ Trivia League Bonus Point Chips (100 & 200 Point Chips)
  - Pro Sound & Light Show Business Cards

### **Laptop Kit Storage Locations**

Laptop Kits numbered 1 through 10 are kept in lockers 1 through 10 respectively. ONLY THE DJ ASSIGNED to that locker may use these kits.

Laptop Kits numbered 11 through 20 are kept in the warehouse for use by DJ Trivia & DJ Bingo Hosts who do not have an assigned locker.

### **Laptop Kit Sign-Out**

When using a kit that is not assigned to a locker, the kit must be signed out (and back in) using the signout sheet on the office door. Write your name, date, kit# and Laptop ID on the sign out sheet.

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