



**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>		

SERVICES	RATES		# of STAFF NEEDED	START DATE	END DATE	START TIME	END TIME
	ST	OT*					
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					

**Please provide a brief description of what you need our team to do for you:**

**Do you have a attire or uniform preference? If yes, please describe:**

**NOTES:**  
 (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**