

CLEAN AND GREEN EVENT SERVICES

CONFIRMATION CHECK SHEET

Event/Place: Cincinnati ATP

Event date(s): 08/11/2018 - 08/19/2018

Company or Organization Name: Miami Trace Tennis

Clean and Green Event Contact Person: Rusty Tillman 312-882-5579

Travel	STAFF IS REQUIRED TO REPORT TO THE CLEANING COMPOUND DAILY-VAN SHUTTLING A MUST. PLEASE CONTACT Rusty Tillman 312-882-5579 IF YOU HAVE ANY QUESTIONS.				
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DAY	DATE	SHIFT	SHIFT LENGTH	MIN. GROUP SIZE	COMPENSATION	
Mon	8/13/2018	11am - 6pm	7	15	\$790.00	
Sat	8/18/2018	5pm - 11pm	6	15	\$675.00	

Other	<p>STAFF MUST REPORT 30 MINUTES BEFORE THE START OF THE SHIFT READY TO WORK. YOU WILL NEED TO MEET RUSTY AT SPORTS EXPRESS BEHIND KROGERS NEAR THE EVENT.</p> <p>STAFF MUST BRING PLENTY OF WATER AND FOOD – NO FOOD OR BEVERAGES WILL BE PROVIDED; CONCESSIONS ARE VERY EXPENSIVE! BREAKS WILL BE GIVEN BY YOUR AREA SUPERVISOR AND NOT ALL AT THE SAME TIME SO WE CAN COVER THE AREA WHILE GIVING BREAKS. PLEASE WEAR KHAKI PANTS OR SHORTS AND A PLAIN T-SHIRT. EVERYONE WILL BE PROVIDED WITH A CLEAN AND GREEN EVENT T-SHIRT TO WEAR DURING THEIR SHIFT AND MUST BE TURNED IN AT THE END OF EACH SHIFT. PLEASE WEAR COMFORTABLE SHOES OR TENNIS SHOES BUT <u>NO OPEN TOE SHOES!</u> ANYONE WITH OPEN TOE SHOES WILL NOT BE ABLE TO WORK. IF THERE IS ANY REDUCTION OF THE REQUIRED NUMBER OF THE PEOPLE IN YOUR GROUP IT COULD RESULT IN REDUCTION OF COMPENSATION, THEY MUST WORK THE ENTIRE SHIFT. PLEASE MAKE SURE YOU HAVE PLENTY OF ADULT SUPERVISION FOR THE FULL SHIFT. PLEASE DO NOT CHANGE PEOPLE OUT DURING THE SHIFTS. HAVE EVERYONE PREPARED TO COME IN AT THE START AND PLAN TO STAY FOR THE ENTIRE SHIFT.</p> <p>***** PLEASE NO CELL PHONES WHILE WORKING *****</p>
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INSURANCE AND W-9'S	<p>PLEASE MAKE SURE YOU HAVE THE FOLLOWING PAPERWORK IN ORDER SO PAYMENTS CAN BE ISSUED OUT IN A TIMELY MANNER:</p> <ul style="list-style-type: none"> - A CURRENT INSURANCE CERTIFICATE WITH CLEAN AND GREEN AS A CERTIFICATE HOLDER WITH THE ADDRESS BELOW. - A W-9 FILLED OUT WITH THE ORGANIZATIONS NAME AND THE EMPLOYER IDENTIFICATION NUMBER, THEY MUST MATCH WHAT THE IRS HAS ON FILE. <p>PAYMENTS CAN NOT BE ISSUED UNTIL ALL PAPERWORK IS RECEIVED AND VERIFIED.</p>
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Clean and Green Event Services, LLC
 8815 Conroy-Windermere Rd Suite 314
 Orlando, FL 32835

Kim Schirtzinger
 Date: _____

