REGISTRATION PERSONNEL

We are pleased to offer registration staff for your upcoming meeting. Meet Minneapolis has partnered with Pro Staff who will manage this process. To learn more about Pro Staff's available services or to reserve your registration personnel, please see below for contact information:

Kadee Cole | Talent Manager

Pro Staff Minneapolis
40 South 7th Street | Suite 104
Minneapolis, MN | 55402

(612) 339-2220 | Kadee.Cole@Prostaff.com

PERSONNEL ARE AVAILABLE FOR MANY POSITIONS, INCLUDING

Preparation of Registration Packets	Delegate Registration
Clerks	Monitors
Badge Typists	Information Desk Clerks
Cashiers	Exhibitor Registration

To ensure that your needs are best met, please contact **Kadee** with **Pro Staff** as soon as your need for temporary service is identified.

Regular Pricing and Rates

$20.40 per hour per person (4 hour minimum)
$23.75 per hour per supervisor (Recommended for 5 or more employees)

Overtime Pricing and Rates

Overtime is any hours over 40 hours worked Monday – Sunday (per individual)
$30.60 per hour per person
$35.63 per hour per supervisor

Pro Staff administers the payroll for personnel and will invoice the client at the conclusion of the meeting for all personnel charges.

All personnel are paid for the time they report to work until the time they are dismissed, including time for briefings, meals and breaks. In a typical nine-hour work day, we recommend scheduling two 15-minute breaks and one 30-minute meal period.

Please sign and return this form along with the registration request form if you decide to utilize our staff.

Name: Date:

Signature: _____

EVENT DETAILS

GROUP:

CONTACT: TITLE:

PHONE: FAX:

ADDRESS:

CITY/STATE/ZIP:

MTG NAME: DATES:

LOCATION/MEETING ROOM:

TO WHOM SHOULD PERSONNEL REPORT (include phone number if different):

WHERE SHOULD PERSONNEL REPORT:

BILLING CONTACT INFORMATION IF DIFFERENT FROM ABOVE:

NAME:

TITLE:

PHONE:

ADDRESS:

CITY:

STATE:

ZIP:

STAFF REQUIREMENTS

If computer skills are required, how in depth is the program?

If training is on a different day, are jeans okay to wear?
☐ Yes ☐ No

How much standing is involved in the position?
☐ 0-25% ☐ 25-50% ☐ 50-75% ☐ 75-100%

Is lifting involved?
☐ Yes ☐ No

If so, how much weight on average will they be required to lift?
☐ 0-25lbs ☐ 25-50lbs ☐ 50-75lbs ☐ 75-100lbs ☐ 100lbs +

DATE	QTY	HOURS	DUTIES	PC SKILLS

				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No
				☐ Yes ☐ No