

Employee Handbook

How to let us all survive here

- ARF
- Rules
 - Lol - get wrecked there are none!
- Current Tech's allergies
- Google Calender
- Dress Code
- Dictionary
- Time Sheets

ARF

Key principles that we should try to follow as BGH Techs (both students and staff)

Attitude:

- Don't be complaining about an event, even if it sucks
- Try to be optimistic over pessimistic
- *kerri needs to fill out the rest?*

Respect:

- Respect your co-workers, both their time and themselves
 - They, like you, don't have time to be waiting around for you to show up or to start doing your job. Respect others' time.
 - Respect them as a person, don't gossip behind their back. If they aren't your favorite person, learn how to work together regardless.
- Respect the Event and the Coordinators of the event
 - They can be difficult, we get it, but they are the clients and should be treated that way.
 - However, don't be a doormat, and if something is too difficult or extravagant to do, tell them! Also, if they didn't pay for it!
 - Don't be "ugh, I hate this event" in front of the clients or in the booth during the event. This creates a negative culture if it is excessive.
- Don't be a doormat and do know that you are worthy of respect. Yes, we know that as techs we don't get a lot of respect, both for the work we put in and our opinion, but don't let that cause you to think that you are less than the other departments or other teams.

Follow-through:

- If you are on an event, show up or say that you can't make it.
 - Don't just not show up or come late without communication, this is a pain and annoying for all of us if we are unsure if you are going to show.
- This is a real job, and treat it as such. Don't put it on the back of the list of priorities for your time if you've committed to the job.

Rules

Rules

Lol - get wrecked there are
none!

Current Tech's allergies

no peanuts... ever... of any kind

That includes peanut butter. And M&Ms. And anything else Elise comes up with that contains peanuts.

Google Calender

Once you are hired, Kerri should invite you to the BGH Tech GCal. If you are not on this, ask him to.

This is where you can see when you are scheduled, with whom, and what the details of the events are. Once you are scheduled for something, please either accept or decline the invitation so that Kerri and Jason know who will be attending and who will not. This can help them get someone to cover and ensure that an event actually has people working for it.

Dress Code

Chapel and Vespers:

- whatever you want
- something you can work in
- Name tag

Commencement:

- *ask kerri*
- Name tag

Festival of Christmas:

- Dress Blacks
 - Button-down polo shirt
 - slacks or nice black pants
 - Dress if you can work in it
 - Just no tech shirts, a step up from the normal polo
- *ask kerri*
- Name tag

Other Events:

- Tech shirt
 - Polo for concerts and "fancier" events
 - T-shirt for less formal events or when you have multiple events multiple days in a row
- Black pants
- Name tag

Dictionary

Time Sheets