



SDMeetings
and events

ONSITE EVENT STAFFING SERVICES

sdmeetings.com

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[@sdmeetingsandevents](https://www.linkedin.com/company/sdmeetingsandevents)



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ABOUT SD MEETINGS & EVENTS

SD Meetings & Events is a boutique third-party events management company based in San Diego and we help organizations like yourself with staffing upcoming events in Southern California and beyond. Since we are local to San Diego we are well connected with event professionals that are available to operate your event. Our extensive network allows us to recruit the best talent to ensure a standard of excellence that will be reflected in the attendee experience.

SINCE 2013, SD MEETINGS & EVENTS HAS BEEN HELPING OUR CLIENTS BY DEVELOPING MEANINGFUL, MEMORABLE, AND SUCCESSFUL EVENTS.

Our team brings a wealth of knowledge and experience that is unmatched in the events industry. Our award-winning team are members of multiple professional associations and carry respected designations proving their commitment to growth and success. We are thought leaders in the industry with partnerships across the globe.





WHY SD MEETINGS?

With every event, every detail matters, starting with *who* you choose to put at the forefront of your event. At SD Meetings & Events, we understand this as we ensure a standard of excellence through providing professional and experienced event staff. Our partnership approach allows us to work closely with our clients to understand their staffing needs and strategically select and recruit the best talent. No matter the location, size, or complexity of the event, SD Meetings is able to provide top-notch staff. In the end, our goal is to help you run an event that people will talk about long after it ends!

*Passion, People,
Purpose*



EVENT STAFFING SERVICES

STAFFING SOLUTIONS

- Event Managers & Coordinators
- Conference & Convention Staffing
- Registration Desk Support
- Pre Event Support: Bag or Badge Prep
- Brand Ambassadors
- Breakout Room Captain
- Speaker Concierge
- Covid/Vaccination Check Station

FINDING THE APPROPRIATE TEAM MEMBERS

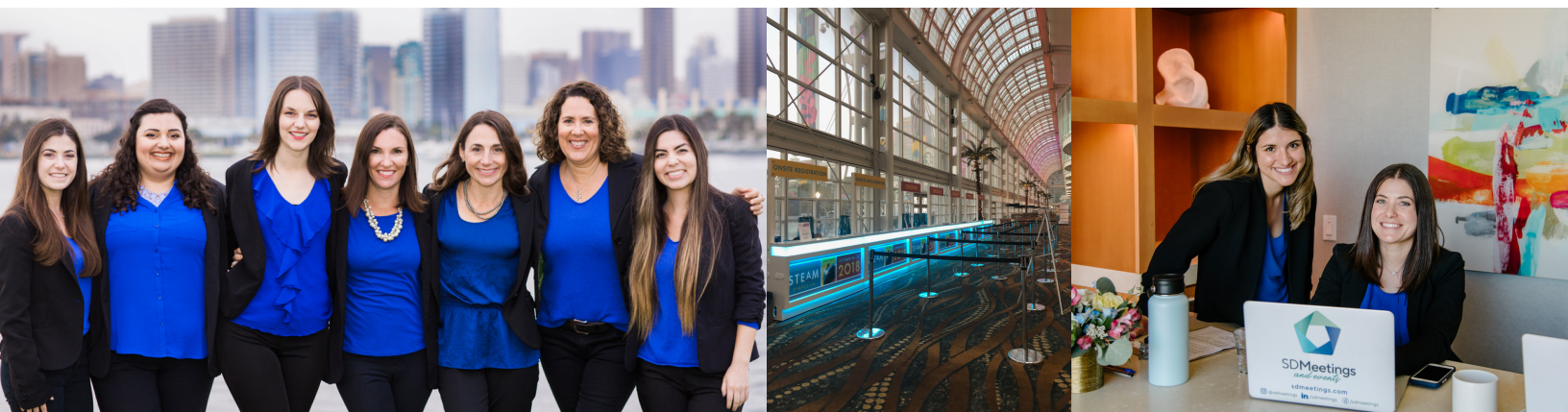
- From skilled leaders to committed support staff, we'll help you source and hire the ideal professionals for your event
- Every staff member goes through a rigorous interview process to ensure that they meet the SD Meetings & Events' standards
- Our experienced team members range from entry-level hourly staff to senior-level meeting planners

Costs will vary depending on desired skill level and number of days onsite

STAFFING NEEDS

We will help you determine your program staffing needs based on:

- Program goals and objectives
- Event location, date(s), and attendee count
- Program agenda and needs
- Existing team members





EVENT STAFF PRICING

Our rates vary based on the event's specific needs and the experience of the staff, but below details our standard rates

EVENT STAFF LEAD

An event expert that will manage and lead the SD Meetings event staff on event days to ensure smooth operation.

**required if a minimum of 5 staff members are working per event day*

Rate Per Shift: \$600

Charged Flat Rate, Per Day (up to 10 Hours)

**Additional hours are charged at \$65 / hr*

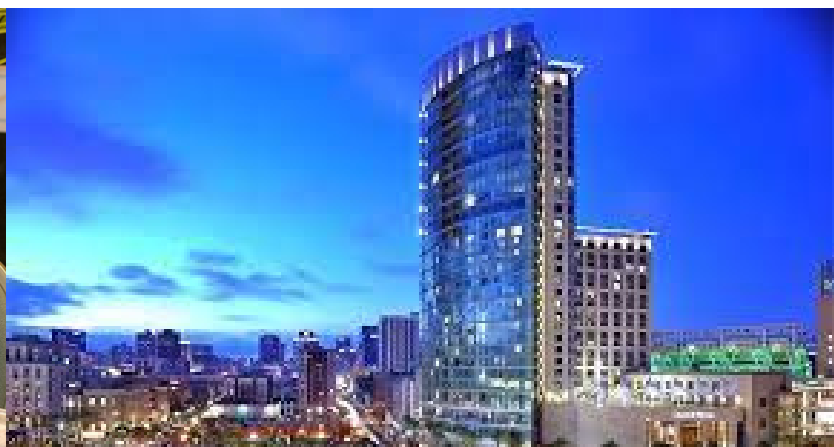
ONSITE EVENT STAFF

Fully trained, professional event staff with an abundance of experience running registration desks and events. This staff will help perform operational roles to service your event.

Rate Per Shift: \$40 - 50 / hr

Rate Increase of \$60-75 / hr for any overtime above 8 hours

**6 hour shift minimum required*



SD MEETINGS POLICIES

- A required 30-minute lunch break must be given to each staff within 5 hours of the start of the shift.
- There is a minimum of 6-hour shift per day, overtime is charged for any hours beyond 8 hours per day.
- We allow for shift reduction up to 14 days prior to the start of the event but do require a minimum of 6 hours per shift to hold each individual staff on our event calendar for a specific day.
- Shift increases will be taken on a case-by-case basis and may result in overtime charges which is 1.5 x the standard hourly rate.
- Our staff will follow any vaccination or mask requests or requirements set by Company.

Payment

- An estimated staffing fee will be made in two payments. 50% is required to hold the shift(s) and the final payment will be due 72 hours prior to the start of the first shift. Any balances due will be invoiced following the event and are due upon receipt.





CONTACT US

Thank you ...

for your Interest In SD Meetings & Events staffing services for your upcoming event!

The SD Meetings team would love to set up a meeting with you to answer any questions you may have. We are flexible in our offerings and we will work with you to create a partnership that is effective and affordable.

Please email us at info@sdmeetings.com to set up an event discovery call. This will help us learn more about your program and create a custom proposal for you. Please include the following information in your email if possible:

- Org Name:
- Contact:
- Email:
- Conference name:
- Conference Website
- Location
- Event Dates:
- # of Staff needed
- Shifts per day (hours)
- Budget



We look forward to serving you!

Sincerely,

Erin Scholes

President & Founder
SD Meetings & Events

