

CONVENTION STAFFING FACT SHEET

Founded in 1969, John Leonard Employment Services, Inc. has provided quality temporary, direct-hire, payroll service, and convention staffing services to the Greater Boston Community for greater than 50 years. We are an **SDO** certified business (The Commonwealth of Massachusetts- Supplier Diversity Office) and a certified woman owned business (**WBE** - Woman Business Enterprise). Our fundamental principle is: **Actions Speak Louder Than Words™**.

- **Quality:** The temporaries selected for your conference will be highly presentable and confident. They will be outgoing and friendly, professional and reliable. We know they will be the face and voice of your company while visiting Boston, therefore, all of our staff undergo a thorough *in person* interview which includes reference and skill checking.
- **JOHNLEONARD utilizes proven performers wherever possible.** Proven performers are temporary staff who have worked for us in the past and have consistently received excellent client feedback in similar roles. Additionally, **JOHNLEONARD** does not sub-contract to any other vendor. This way, we retain complete control over the selection process.
- **Flexibility:** **JOHNLEONARD** convention temporaries are coached to be flexible in their job duties. They know event staffing needs can change on a moment's notice, and therefore individuals chosen will be capable, willing and able to do a variety of tasks.
- **Commitment:** **JOHNLEONARD** will only assign individual(s) who can commit to the entire conference schedule.
- **Confirmation of Staff:** **JOHNLEONARD** convention temporary staff are confirmed *at least twice*- once verbally over the phone and at least once through email. For larger events, temporary staff are confirmed several months in advance, and then are confirmed a third time approximately one week in advance of scheduled shifts. This system virtually eliminates "no shows" and other last-minute emergencies.
- **Emergency Plan:** **JOHNLEONARD** will have last minute emergency temporary staff on hand for your event should additional staffing be required. Using our emergency phone number, we will have assistance to you within one hour of your call. For large events, **JOHNLEONARD** typically slightly "over staffs" by providing on-site backups during the busiest days. There is no charge for this service unless the on-site back up is utilized.
- **Event Staffing Coordinator:** Jennifer DeLucia- over 25 years of staffing experience at **JOHNLEONARD**.
- **Attire:** All temporary staff will wear professional attire as per your request.
- **On-Site Supervisor:** **JOHNLEONARD** can provide onsite supervisors. Depending on the size/scope of your event an internal **JOHNLEONARD** Staffing Consultant may be used. There is an additional cost for this service.
- **Billing Hours Worked:** **JOHNLEONARD** convention temporaries are paid for hours worked. If your needs should change over the course of your event, you can let temporary staff go early and/or ask temporary staff to stay late. There are no cancellation penalties. **However, 24-hour notice is required for extensive staffing changes.**

- **Over time:** JOHNLEONARD temporaries are paid (and you will be billed) over time (at a rate of time and one half) after 40 hours of work within our work week. Our work week runs from Sunday through Saturday.
- **Meal/Transportation Costs:** JOHNLEONARD convention temporaries are always responsible for their own meal costs. JOHNLEONARD may require a transportation allowance if your event requires temporary staff to arrive very early (6:45am or earlier) and/or stay very late for their shifts. (10:00pm or later)

Approximate rate ranges:

Rates will vary depending upon the number of staff needed/hours needed, time of year and skills required.

Gift Bag Stuffers	\$34.48/hr-\$39.00/hr
Lead Retrieval	\$34.48/hr-\$39.00/hr
Ticket Takers/Badges	\$34.48/hr-\$39.00/hr
Room/Line Monitors	\$34.48/hr-\$39.00/hr
Runners	\$34.48/hr-\$39.00/hr
Administrative Help	\$34.48/hr-\$43.75/hr
Booth Attendants	\$38.94/hr-\$46.75/hr
Computer Operators	\$34.48/hr-\$43.75/hr
Registration/Cashier Help	\$34.48/hr-\$43.75/hr
Supervisor	\$38.94/hr-\$46.75/hr

Check out our website: <https://johnleonard.com/convention-staffing-overview/>

Recent references will be supplied upon request.

For a more customized pricing quote, please contact Jennifer DeLucia at jdelucia@johnleonard.com or 617-348-2616 or Elyse Gonsalves at egonsalves@johnleonard.com 617-348-2617.