



2011 Festival Team Guidelines

Welcome to Saz's 2011 Festival Team.
Together we can make 2011 our most successful season ever.

If it is raining, or the threat of rain exists, please call before coming in. The phone numbers to call in are as follows: Summerfest 270-6578, Saz's at the Fair 256-8760, Saz's Miller High Life Pavilion 256-8764.
Failure to call means you may be sent home early.

Guidelines:

- ◆ The pass you receive will allow free admission onto the Summerfest grounds. This pass may not be transferred to another person, or it will be taken by Summerfest Security. When entering the grounds, you must be wearing your Saz's uniform or security has the right to deny your admission. **Do Not Lose This Pass! You must return it on the last day of Summerfest to the manager's office, or you will be charged \$175. We suggest writing your name on the back of your pass with a permanent marker so that if it is lost that is a chance it will be returned.**
- ◆ Employees are required to be punctual and neat in appearance when arriving for your shift.
- ◆ A hat and shirt will be supplied to each employee. Please take them home every day and remember to bring it back every day. Please wear both the shirt and hat each and every day. Do not mark on or deface your uniform in any way. **If you forget your Saz's uniform, you will be charged \$10 for a replacement hat or \$15 for a replacement shirt.** Please do not write or draw on your shirts or hats!
- ◆ A name tag will be supplied to you and must be worn at all times. Please remember your name tag each day, or leave it at Saz's in the boxes provided. If you lose your name tag you will be charged \$3.00 for a replacement.
- ◆ **Cell phones may not be visible while you are working. If you are seen using your cell phone while you are punched in, it will be taken away and returned to you at the end of your shift.** This includes sending and receiving text messages, updating Facebook statuses, checking into FourSquare or GoWalla, uploading pics to MySpace or Friendster, or building farms or fishtanks on Farmville or Fishville.
- ◆ When working, please bring only your bare necessities, as there is no room to store backpacks, and Saz's cannot be responsible for any lost or stolen personal belongings. Purses and bags may not be left anywhere near the cash registers.
- ◆ Tennis shoes or shoes without open toes and socks are required. **No sandals!**
- ◆ If you have long hair it must be pulled back so that no loose hair exists.

- ◆ The time clock is located next to the manager's office. You will have a pre-assigned time card. Do not punch in before your scheduled shift without supervisor or manager approval. Also, do not punch in anyone else but yourself. **You are required to punch out for all breaks, even if it is only for a few minutes.** Anyone found not following these procedures will be subject to disciplinary actions, including termination. It is very important to check to be sure that your card punches each time you sign in or out.
- ◆ If there are any problems with the time clock, they must be reported immediately.
- ◆ Smoking or drinking of alcohol is not allowed in the building under any circumstances. Anyone found drinking will be terminated immediately.
- ◆ Please remember that is illegal to smoke if you are under 18. When in Saz's attire, whether working or not we request that you do not smoke if you are not of legal age.
- ◆ One half-hour break is allowed for every 6 or more hours of work. Your assigned supervisor will inform you of your break time. If this is overlooked, please notify a supervisor or manager. Do not go on break without a supervisor or manager's permission.
- ◆ Friends and relatives are required to pay full menu price for all purchases. Employees may purchase meals at half price for themselves when they go on break or are leaving for the day. Payment must be made to a manager.
- ◆ **Any employee offering free or reduced priced items will be terminated immediately!**
- ◆ **Employees are not to trade with any other vendors. Again, termination will occur.**
- ◆ No gum chewing or eating is allowed during work hours. If you have a drink, it may not be stored on counters or near food products.
- ◆ Please discourage your friends from loitering at service windows. A manager will intervene if necessary.
- ◆ Employees are required to report for their assigned shift. Failure to contact a manager about an absence will result in termination.
- ◆ Please remember that even before and after your shift, if you are in uniform, you are representing Saz's Festivals. Please act accordingly.
- ◆ Have a safe and enjoyable time while working at Saz's Festivals.

Please keep the following phone numbers for reference:

Saz's Summerfest	414-270-6578	Emergency Contact Number:	
Saz's State Fair	414-256-8760	Curt Kluth	414-617-1228
Saz's Miller Pavilion	414-256-8764		
Saz's Festivals	414-453-2410 x105		

Saz's Festivals Email Address is festivals@sazs.com

For up to date schedules and more, please visit www.sazsfestivals.com