

nlpmarin

7 Mt. Lassen Drive, C126, San Rafael, CA 94903 • (415) 499-0639

AUDIO/VIDEO WORKER CONTRACT

Course Name and Number:

Purpose of Audio/Video Worker:

To transport equipment and materials to and from the training location and to ensure quality audio and video recording of all training days.

Participation Requirements:

Training: Training for your responsibilities will take place the morning of the first day of the training and continue throughout the first weekend.

Attendance: You must attend all days of all weekends, unless agreement is made in advance.

Arrival: Allow 20-30 minutes to load the equipment at the NLP Marin office and get to the training site by the appointed time.
The first time you perform the job, arrive at the NLPM office 2 hours before class starts on the first day of the training weekend.
Thereafter, arrive (with the equipment) at the training location 1¼ hours before class starts on the first day of the training weekend for setup, and by ½ hour before on subsequent days.

Departure: Generally within ½–1 hour after the training ends. This will vary as you will need to close up the room after all participants leave. We will debrief, if necessary, at the end of the day on Sunday of the first weekend.

If you have an emergency and are unable to be present, please notify your NLPM contact as early as possible so arrangements can be made to ensure we have enough workers each day of the training.

Training Dates & Location(s):

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Responsibilities:

We depend upon you and need you to be on time and fully present and focused for all responsibilities to which you have agreed. Your tuition has been reduced in exchange for your contribution to the smooth operation of the training and we expect that you be on time, focused, and attentive to carrying out your responsibilities with a high standard of excellence.

You will pick up equipment and materials from the NLP Marin office, do set-up and breakdown at training location, and operate the audio/video equipment while class is in session.

The orderliness and conscientiousness of the AV worker make a positive contribution to the experience of the training participants. AV workers are asked to respect and protect the equipment and supplies with which they work. Handling equipment and supplies with care prevents damage and waste, and makes set up for the next training day easier.

We expect you to follow through on all assigned responsibilities. Be sure to ask for help when needed and to be of assistance to staff and students in carrying out responsibilities.

Be generally familiar with the contents of the AV manual and follow the procedures within it.

Duties:

- Pick up and return audio/video equipment and other materials from/to NLP office.*
- Audio and video equipment set up at training location before start of training.
- Operation of audio and video equipment during the training.
- Audio and video equipment break down at end of training.
- Stay until the hotel staff locks the room at lunch and the end of each training day.
- Inform office of any equipment needing repair/attention.
- Complete all hiring paperwork, such as contracts, agreements, tax forms, etc.

** You will be assigned a key to the NLP Marin office for this purpose. Please leave it in the office with your final equipment drop-off at the end of the course. Thank you!*

I agree to accept and faithfully perform these responsibilities in exchange for 40% tuition discount plus the audio recordings of my class at no charge. I understand that I may be expected to pay income tax on the value of my discount and all work-trade credits at NLP Marin.

Print name

Signature

Date