

nlpmarin

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

AUDIO/VIDEO WORKER 2 CONTRACT

Course Name and Number:

Purpose of Audio/Video Worker 2:

To ensure quality audio and video recording of all training days, be prepared to assist with proper setup and breakdown of audio-video equipment.

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: Arrive at the training location $1\frac{3}{4}$ hours before class starts on the first day of the training weekend.
Thereafter, arrive at the training location $1\frac{1}{4}$ hour before class starts on the first day of the training weekend for setup, and by $\frac{1}{2}$ hour before on subsequent days.

Depart: Generally within $\frac{1}{2}$ –1 hour after the training ends. This will vary as you will need to close up the training 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 assist with setup and breakdown at training location, and operate the audio/video equipment while class is in session.

The orderliness and conscientiousness of the AV workers 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 familiar with the contents of the AV manual and follow the procedures within it.

Duties:

- Operation of audio and video equipment during the training.
- Assist with audio and video equipment set up at training location before start of training, and 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.

I agree to accept and faithfully perform these responsibilities in exchange for 20% 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