

Event Staffing SERVICES

RATES

- $30/hr: Non-supervisor positions
- $35/hr: Supervisors
- $32/hr: Mascot/Character personnel/Travel personnel

SUPERVISOR NEEDS

- 1-5 personnel: **No supervisor is required**
- 6-25 personnel: **One supervisor required**
- 26 or more personnel: **Two supervisors are required**

The number of supervisors required depends on the total number of personnel scheduled.

BREAKS & LUNCHES

- 1-4 hours = **15 minute break**
- 5-8 hours = **One 30 minute paid break**
- 8.5 hours = **One 30 minute unpaid break**
- 9+ hours = **One 60 minute unpaid break**

Breaks can be tailored to fit client's scheduling needs. Supervisors set breaks for all temporary staff.

SCHEDULING

- To ensure adequate staffing, please submit your personnel request 30-45 days before your meeting.
- Split-shift scheduling is not available.
- Allow sufficient time for training and briefing as needed.
- Standard service hours are 5:30 a.m. – 10:00 p.m.

CHANGES

- Final schedule changes must be submitted at least 7 days before the meeting to allow sufficient time to notify personnel.
- On-site changes require 24-hour advance notice; otherwise, the client will be charged for the originally scheduled hours.

BILLING

- A 25% non-refundable deposit will be invoiced upon receipt of the completed Confirmation of Services form.
- The final invoice reflecting all approved hours minus the deposit, will be issued 1-2 weeks after the event ends.

Additional fees may apply for:

- Shifts starting before 5:30 a.m.
- Shifts extending past 10:00 p.m.
- Work in extreme cold or heat

PARKING/TRANSPORTATION

- Parking costs for locations outside Washington, DC (e.g., Maryland or Virginia) and transportation costs for staff scheduled before public transportation is available will be billed after the event.
- Parking and transportation expenses are capped at $15 per person per day.

CANCELLATION

If the client decides to cancel their event for any reason within 14 days of the start date, unless it falls under the terms of Force Majeure, DDC will keep the 25% deposit.



To submit your staffing request, scan the QR code or click the link to learn more.

Destination DC's team of meeting professionals serve the Greater Washington, DC Metro area, ensuring your event runs seamlessly. With over 35 years of experience, our Redcoats are skilled, local experts dedicated to delivering exceptional support for meetings and conventions.

OUR STAFF ARE UNIFORMED, BONDED AND TRAINED TO PROVIDE SERVICES, INCLUDING:

Administrative Staff • Registration Typist • Cashier
Information Clerks • Convention & Show Office Staff
Restaurant Concierge • Room Monitor • Host & Directional Staff
Ushers/Greeter • Pre-Registration Assistance
Character/Mascot Staff • Event & Airport Greeters
Line Monitors • Place Holders • Pre-Conference Assistance
Brand Ambassadors • Floor Managers • Exhibit Staff

TESTIMONIALS

"AUSA uses the Destination DC Redcoats every year for our conference in Washington DC. They are reliable and always helpful and friendly to our attendees.

We do not hesitate to call Destination DC every year for our temporary registration needs!"

- Association of the US Army

"Your staff did a nice job and it was wonderful to see some familiar faces. The experienced people were helpful to the new people and I very much appreciate that they returned to help us once again. We look forward to returning to your great city and friendly staff"

- Conference of Consulting Actuaries

"I want to thank you for the good collaboration I am really happy that everything went so well and according to plan. The feedback of my colleagues was consistently positive and they agreed that your temp was a phenom"

- Society of Actuaries

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