

# MANIA®

## STAFF ASSISTANT GUIDE



### WE NEED YOU!

SCW needs energetic, outgoing, flexible fitness professionals to help run this event. Become a Staff Assistant and go behind the scenes at the country's premier fitness education conference.

#### EVERY MANIA® STAFF ASSISTANT RECEIVES:

- Up to 24 CECs/CEUs from SCW, AFAA, ACE, NASM & AEA
- FREE Event T-Shirt
- 50% off all Certifications (while working)
- 20% off at the SCW Booth
- An invitation to the fun Friday night Dinner Party filled with sponsored prizes
- Access to the Member room open all weekend with fruit, coffee & granola bars

There are 11 different Staff Assistant Positions available. Each position requires 12 hours of your total 40-hour MANIA® experience. Basically, each MANIA® Staff Assistant works one day during this 3-day Fitness Education Convention. For the other 2 days, Staff Assistants are free to audit ANY session. If workout space or equipment is unavailable, they may sit & watch. Staff badges and wristbands permit unlimited access; there is no need to choose sessions online. Any questions not addressed in this guide are answered at the staff meeting on TH night.

#### STAFF ASSISTANTS ARE REQUIRED TO WORK ONLY ONE OF THESE POSITIONS.

1. LOAD-IN TEAM
2. PREP SQUAD
3. TURN-AROUND TEAM
4. BOOTH STAFF
5. REGISTRATION STAFF
6. HOST(ESS)
7. AUDIO & VISUAL
8. FILMING ASSISTANT
9. FRIDAY DOOR MONITOR
10. SATURDAY DOOR MONITOR
11. SUNDAY DOOR MONITOR

### ADD CERTIFICATIONS AT 50% OFF

Every MANIA® Staff Assistant receives any SCW and Sponsored Certification of their choice at a 50% discount off the full rate. Each Staff Assistant registered for a certification is required to work that specific certification.

#### CERTIFICATION RESPONSIBILITIES INCLUDE:

1. Each Staff Assistant registered for a certification is required to work that specific certification.
2. Arrive one (1) hour before the Certification to be trained on Check-In & Merchandise Sales.
3. Monitor & Regulate Room Attendance: Check-In attendees using rosters (lists)
4. Confirm everyone has a badge and wristband
5. Send all unlisted attendees or attendees without a badge and wristband to SCW Registration
6. Smile, be friendly, assist presenter, hand out equipment
7. Promote & Sell products - make product announcements and fill out receipts
8. Stay in room during lunch to sell products
9. Collect Presenter evaluations on the Google Tablet after the certification from all attendees
10. WE, TH Sign-out at Registration and return all Google Tablets and mesh tote
11. SU, Sign-out with Denise at tear-down and return all Google Tablets and mesh tote
12. All Staff are required to complete their obligations or be charged the difference between discounted Staff rate & Attendee rate



staff@scwfit.com 847-562-4020  
(M-F, 9:00am-5:00pm Central Standard Time)  
Any questions not addressed in this Guide will be answered at the staff meeting TH night, 6pm



**CLICK HERE TO ENLARGE  
&/OR PRINT THIS GUIDE!**



**CLICK HERE TO BECOME  
A STAFF ASSISTANT**

**When registering, if you do not see one of the positions below available, this means the work assignment is full. PLEASE SELECT ONE OF THE AVAILABLE POSITIONS.**

### LOAD-IN TEAM

TU, WE, TH 5:30pm-9:30pm  
No Certifications WE & TH, SU Certs are okay  
Free to attend ANY and ALL sessions  
Total position time / 12 Hrs: Dress comfortably. You will be lifting & moving heavy objects.

### PREP-SQUAD

WE, TH 9am-3pm  
No Certifications on WE & TH (Day), TH (Evening) & SU Certs are okay  
Free to attend ANY and ALL sessions  
Total position time / 12 hrs: Heavy & lighter set-up with equipment & welcome bags.

### TURN-AROUND TEAM

TH 5:30pm-6pm Registration  
TH 6pm-7pm Staff Meeting  
FR 6:45am & SA 6:15am-7:30am, between all sessions + after Session 5  
SU 6:15am-7am, between sessions + 1 Hr after Session 4  
No SU Certifications  
Free to attend ANY and ALL sessions  
Total position time / 6-8 hrs (approximately)  
Move equipment between activity sessions, meet in Rm A.

### BOOTH STAFF

TH 5:30pm-6pm Registration  
TH 6pm-7pm - Staff Meeting North Shore C  
FR 9am-10am, 11:30am-2:15pm, 5:30pm-6:30pm  
SA 8:30am-11am, 12:30pm-3:15pm, 6:30pm-7:30pm  
SU 10:15am-11:15am - 50% off at SCW Booth  
No SU Certifications  
Free for ALL Sessions except Lunch  
Total position time / 12 Hrs - Sell & service in the booth, learn products

### REGISTRATION STAFF

TH 5:30pm-6pm Registration  
TH 6pm-7pm-Staff Meeting  
FR 6am-7:30am, 9am-10am, 11:30am-2:15pm, 5:30pm-6:30pm  
SA 6am-7am, 8:30am-11am, 12:30pm-3:15pm, SU 6:30am-7am  
Free for Certications WE, TH & SU  
Free for ALL sessions except lunch  
Total position time / 12 hrs - Assist with attendees requesting session changes.

### HOST(ESS)

Car Required  
WE, TH 9:30am-2:30pm - Shopping & Set-Up  
FR & SA Session 3 (Lunch either Fri or Sat)  
Help with Presenter & Staff Parties  
No Certifications WE & TH (Day), TH (Evening) & SU are okay  
Free for ALL sessions except one Lunch  
1 Staff at 16 Hrs - Use your own car; all gas, parking and tolls are reimbursed immediately.

### AUDIO & VISUAL

TH: 7pm-8:30pm Training & Overview  
FR: 6:30am-8:00am, 5:15pm-8:00pm  
SA: 6:15am-11:00am, 6:15pm-7:15pm  
SU: 6:15am-7:15am, 2:15pm-4:30pm  
No Certification TH (Evening), SU  
Help setup and dismantle sound systems  
Assist with battery replenishment  
Troubleshoot sound and powerpoint issues  
Attend almost every session  
Total position time / 12 Hrs

### FILMING ASSISTANT

TH 5:30pm-6:00pm Registration  
TH 6:00pm-7:00pm Staff Meeting  
FR - 6:30am, SA-SU - 6:00am  
No SU Certifications  
Assist with filming, setup and teardown between all sessions.  
Total position time / 12 Hrs

### DOOR MONITOR

Select from Friday, Saturday or Sunday  
(Select ONLY ONE DAY – not all 3)  
TH 5:30pm-6pm Registration  
TH 6pm-7pm Staff Meeting - all must attend (Check-in at SCW Registration)  
FR: 6:45am-5:45pm Sessions 1-5  
SA: 6:15am-6:45pm Sessions 1-6  
SU: 6:15am-4:30pm Sessions 1-4 & load out

Monitoring the Doors Includes:

1. Meet promptly in Room B for Morning Meeting (Fri 6:45am, Sat & Sun 6:15am)
2. Smile, be friendly, hand out equipment & assist presenter
3. Check all badges & wristbands - regulating entrance
4. Request Cell phones to be off or on vibrate
5. Let in Audit attendees after first 10 min of session start
6. Do your very best to collect Presenter evaluations from all attendees on Google Tablets after every session
7. Hold up Time Signs (10, 5, 1 min) - keep class on schedule
8. Help set-up and tear-down equipment for each session.
9. Contact SCW registration for issues with mics, music, injuries, water & room temperature
10. Breaks can only be taken during the middle of sessions when everything is running smoothly. Rooms and Google Tablets must NEVER be left unattended
11. Participate in ALL Sessions
12. FR & SA Sign-out at Registration and return all Google Tablets and mesh tote
13. SU, Sign- out with Denise at tear down and return all Google Tablets and mesh tote
14. All Staff are required to complete their obligations or be charged the difference between discounted Staff rate & Attendee rate

ROOM A - HIIT & Group Training  
ROOM B - Boot Camp & Functional  
ROOM C - PT & Small Group  
ROOM D - Barre  
ROOM E - Strength & Specialty  
ROOM F - Circuit Training  
ROOM G - Mind / Body  
ROOM H - Active Aging & Recovery  
ROOM I - Dance & Circuit  
ROOM J - Schwinn Cycling  
ROOM K - Nutrition & Health  
ROOM L - Exercise Science  
ROOM M - Business  
ROOM N - Suspension  
ROOM O - Boxing & Circuit  
ROOM P - Aqua