

# STAFF ASSISTANT GUIDE



## WE NEED YOU!

SCW needs energetic, outgoing, flexible fitness pros who GET IT! Create the MANIA<sup>®</sup> experience and RUN THE SHOW! Our SCW Crew are leaders who go behind the scenes to make this amazing educational experience happen. Mingle with presenters, network with like-minded crew members, join the ranks of the SCW Office Team and MAKE A DIFFERENCE!

### EVERY MANIA<sup>®</sup> STAFF ASSISTANT:

- Saves \$160-\$180
- Receives 20-24 CECs/CEUs hours from SCW, AFAA, ACE, NASM, ACSM & AEA
- Gets a FREE Event T-Shirt
- Enjoys 50% Off All SCW Certifications (take more than one if you want!)
- Receives 20% off at the SCW Booth
- Gets access to the Members' Room which is open all weekend with coffee, fruit, bars & more
- Enjoys Friday night Dinner & Drinks Party packed with fun & prizes

Team helps SCW for a limited time out of your total 40-hour MANIA<sup>®</sup> experience. Enjoy unlimited access to every session with in-and-out privileges!

### JOIN ONLY ONE OF THESE TEAMS:

- |                             |                      |
|-----------------------------|----------------------|
| 1. FR, SA, SU Door Monitors | 5. Registration Team |
| 2. Prep Squad               | 6. Filming Crew      |
| 3. Turn-Around Team         | 7. Booth Crew        |
| 4. Branding Assistant       | 8. Host(ess) Team    |

Staff Assistants may attend any session they wish when not working.

NOTE: If a session is full or has limited equipment, Staff Assistants may be asked to audit/observe that session but will still receive CECs.

## ENJOY CERTIFICATIONS AT 50% OFF

Every MANIA<sup>®</sup> Staff Assistant Crew Member receives a 50% discount off the full rate on any SCW Certification of their choice! Take more than one at this amazing discounted rate! Each Crew Member enjoying this discount MUST help manage the room and assist the presenter creating a smooth educational experience for all!

### CERTIFICATION CREW SUPPORT INCLUDES:

1. Smile, be friendly & help the Presenter
2. Make every attendee feel welcome (check rosters, badges & wrist bands)
3. Hand out equipment
4. Help un-registered attendees find their way to SCW Registration
5. Make announcements, promote and sell products & write receipts
6. Arrive one (1) hour before the Certification for SCW support & training
7. Sign-in & Sign out on the Crew Sheet
8. Collect Presenter evaluations on the QR Code, Tablet or Link provided
9. Return support materials to SCW Registration
10. If you prefer not to assist, enjoy the certification at the full attendee rate



## DOOR MONITOR

- FREE to attend every MANIA<sup>®</sup> session for 2 Days
- Enjoy WE, TH and/or SU SCW Certs at 50% OFF
- Staff meeting TH 5:30pm-7:30pm (5:15pm check-in) Healthy Dinner Provided
- Select which day (FR, SA, SU) that you are helping.

1. Morning meeting 6:45am (45 min. before 1st session of the day)
2. Pick up Mesh Tote which contains Room Schedule & Announcement Sheet
3. Always wear your Mask and Gloves when at Door
4. Smile, be friendly & help the Attendees & Presenter
5. Make every attendee feel welcome
6. As everyone enters room, check badges & wrist bands
7. Hand out equipment & request cell phones quieted and on vibrate
8. Turn Music down if too loud (or ask SCW to assist)
9. Be available in your room between ALL sessions
10. Participate in sessions (may take off masks & gloves)
11. Reach out to SCW for any room issues with mics, music, water, temp. or injuries
12. Take breaks only when session is operating smoothly
13. Make announcements & hold up presenter time signs (10 min, 5 min 1 min)
14. Remind Attendees to fill out Presenter Evals (hold up QR Code Sign)
15. At day's end (Fri & Sat, return support materials (mesh tote) to SCW Registration)
16. Sunday Staff - Assist with Room Tear-Down & light truck packing (1:30pm-4:30pm)

## PREP SQUAD

- FREE to attend every MANIA<sup>®</sup> session for ALL 3 DAYS!
- Enjoy TH evening and/or Sunday SCW Certs at 50% off
- Optional Staff Meeting TH 5:30pm-7:30pm (5:15pm check-in) Healthy Dinner Provided
- Help us WE 5:30pm-9:30pm & TH 8:30am-12:30pm or 5:30pm-9:30pm
- Create Welcome Bags, rearrange rooms and light moving

## TURN-AROUND TEAM

- FREE to attend every MANIA<sup>®</sup> session for ALL 3 DAYS!
- Enjoy WE and/or TH SCW Certs at 50% OFF
- Staff Meeting TH 5:30pm-7:30pm (5:15pm check-in) Healthy Dinner Provided
- Morning meeting 6:45am (45 min. before 1st session of the day)
- FR, SA & SU rearranging equipment between all sessions + after the last session

## BRANDING ASSISTANT

- FREE to attend every MANIA<sup>®</sup> session
- Enjoy TH (evening) and /or SU SCW Certs at 50% off
- Optional Staff Meeting TH 5:30pm-7:30pm (5:15pm check-in) Healthy Dinner Provided
- Help us WE 5:30pm-9:30pm & TH 9:00am-1:00pm or 5:30pm-9:30pm
- Decorate SCW activity rooms with banners, Xframes & table runners

## REGISTRATION TEAM

- FREE to attend every MANIA<sup>®</sup> session
- Enjoy WE, TH (day) and/or SU Certs at 50% OFF
- Staff Meeting TH 5:30pm-7:30pm (5:15pm Check-In) Healthy Dinner Provided
- Help us service at SCW Registration FR, SA & SU – 1 hr before each opening & every break

## FILMING CREW

- Free to attend every MANIA<sup>®</sup> session
- Enjoy WE and/or TH Certs at 50% OFF
- Staff Meeting TH 5:30pm-7:30pm (5:15pm Check-In) Healthy Dinner Provided
- Help us by stepping behind the camera to film sessions live at MANIA
- Choose Fri or Sat to film
  - Photography experience not needed, but a bonus
  - We'll train you in everything you need to know
  - FR 6:45am (Meet in AV Storage Room)
  - SA 6:45am (Meet in AV Storage Room)

## EXPO BOOTH CREW

- FREE to attend every MANIA<sup>®</sup> session
- Enjoy WE and/or TH (day) Certs at 50% OFF
- Staff Meeting TH 5:30pm-7:30pm (5:15pm Check-In) Healthy Dinner Provided
- Help us Sell & Service in the SCW Expo Booth FR, SA & SU

## HOST(TESS) TEAM

- FREE for all sessions except lunch Friday & Saturday
- Enjoy TH (evening) and/or SU SCW Certs at 50% off
- Help us WE 5:30pm – 9:30pm, Lunch & Dinner FR & SA
- Assist with shopping SCW Suite set-up & parties.
- Car required – Parking & Gas Reimbursed

ROOM A - Function /Active Aging	ROOM F - Aqua
ROOM B - Strength / Core/ HIIT	ROOM G - Nutrition
ROOM C - Yoga / Pilates/ Tai Chi	ROOM H - Leadership/Ex Science
ROOM D - Barre / GX	ROOM I - Business
ROOM E - Cycle	

All Staff Assistants must complete their obligations or be charged the full attendee rate.

