

# STAFF ASSISTANT GUIDE

## WE NEED YOU!

SCW needs energetic, outgoing, flexible fitness pros who GET IT! Create the MANIA® 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!

### AS A MANIA® STAFF ASSISTANT YOU:

- Pay Only \$99
- Saves \$160 Off Regular \$259 Price
- Receive 20-24 CECs/CEUs hours from SCW, AFAA, ACE, NASM, NFPT, ACSM & AEA
- Get a FREE Event T-Shirt
- Enjoy 50% Off All SCW Certifications (take more than one if you want!)
- Receive 20% off at the SCW Booth
- Get access to the Members' Room which is open all weekend with coffee, fruit, bars & more
- Enjoy Friday night Dinner & Drinks Party packed with fun & prizes

There are 10 different MANIA® Crews. Each Team helps SCW for a limited time out of your total 40-hour MANIA® experience. Enjoy unlimited access to every session with in-and-out privileges!

#### JOIN ONLY ONE OF THESE TEAMS:

- |                             |                        |
|-----------------------------|------------------------|
| 1. Information Booth        | 7. Registration Team   |
| 2. FR, SA, SU Door Monitors | 8. Filming Crew        |
| 3. Prep Squad               | 9. Booth Crew          |
| 4. Load-In Team             | 10. Express Booth Crew |
| 5. Turn-Around Team         | 11. Host(ess) Team     |
| 6. Branding Assistant       |                        |

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.



**ENLARGE TO READ / PRINT**

## ENJOY CERTIFICATIONS AT 50% OFF

Every MANIA® 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 registered for a certification assists the Presenter to create a smooth educational experience.

### 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



**REGISTER HERE** >>>  
[www.scwfit.com/STAFF](http://www.scwfit.com/STAFF)



**DOWNLOAD, PRINT,  
SIGN & BRING  
WAIVER / CONSENT FORM**

## INFORMATION BOOTH

FREE to attend all MANIA® sessions  
Enjoy WE and/or TH SCW Certs at 50% OFF  
Staff Meeting TH 5:30pm-7:30pm (5:20pm Check-In) salad & pizza  
Manage the SCW Information Booth FR, SA & SU  
Direct traffic slightly before, after and during all 15 minute, lunch & expo breaks  
Direct Attendees to Activity Rooms, Bathrooms, Restaurants, Elevators/Stairs, etc.  
Wear SCW branded t-shirt

## DOOR MONITOR

Free to attend every MANIA® session  
Enjoy WE, TH and/or SU SCW Certs at 50% OFF  
Staff meeting TH 5:30pm-7:30pm (5:00pm Check-In) salad & pizza  
Select which day you are helping us.

1. Morning meeting – 45 minutes before 1st session of the day
2. Smile, be friendly & help the Presenter
3. Make every attendee feel welcome (check badges & wrist bands)
4. Hand out equipment & request cell phones quieted and on vibrate
5. Participate in sessions
6. Reach out to SCW for any room issues with mics, music, water, temperature or injuries
7. Take breaks only when session is operating smoothly
8. Make announcements & hold up presenter time signs (10 min, 5 min 1 min)
9. Collect Presenter evaluations on the Tablets from all attendees
10. Be available in your room between ALL sessions
11. At end of day (Friday & Saturday, return support materials (mesh tote) to Denise in ROOM B
12. Sunday Door Monitors - Stay w/Mesh Tote until it is pickup up in your assigned room.

## PREP-SQUAD

Free to attend every MANIA® session  
Enjoy TH evening and/or Sunday SCW Certs at 50% off  
Help us WE 5:30pm-9:30pm & TH 8:30am-3:30pm  
Create Welcome Bags, rearrange rooms and light moving

## LOAD-IN TEAM

Free to attend every MANIA® session  
Enjoy WE & TH (day) and/or SU SCW Certs at 50% off  
Help us WE & TH 5:30pm-9:30pm and FR 6:00am-7:30am  
WE & TH - Lift, move & set-up MANIA® items. Dress loose & Light!  
(Gloves optional!)  
FR – Registration Greeter & Help w/Directions

## TURN-AROUND TEAM

FREE to attend every MANIA® session  
Enjoy WE and/or TH SCW Certs at 50% OFF  
Staff Meeting TH 5:30pm-7:30pm (5:20pm Check-In) salad & pizza  
Help us FR 6:45am & SA 6:15am-7:30am, between all sessions + after the last session, SU 6:15am-7am, between sessions + 1 Hr after session 4  
Move & set-up equipment between sessions, Meet in Room A

## BRANDING ASSISTANT

Free to attend every MANIA® session  
Enjoy TH (evening) and/or SU SCW Certs at 50% off  
Help us WE 5:00pm-9:00pm & TH 9:00am-3:30pm  
Work with our Creative Team to decorate SCW activity rooms with banners, Xframes & table runners

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

## REGISTRATION TEAM

Free to attend every MANIA® session  
Enjoy WE, TH (day) and/or SU Certs  
Staff Meeting TH 5:30pm-7:30pm (5:20pm Check-In)  
Help us service at SCW Registration FR, SA & SU  
FR 6:00am- 7:30am, 9am-10am, 11:30am-2:15pm, 5:30pm-6:30pm  
SA 6:30am-7am, 8:30am-11am, 12:30pm-3:15pm  
SU 6:30am-7am

## FILMING CREW

Free to attend every MANIA® session  
Enjoy WE and/or TH Certs  
Staff Meeting TH 5:30pm-7:30pm (5:20pm Check-In)  
Help us set-up & move filming stuff FR, SA & SU  
FR 6:30am (Meet in AV Storage Room)  
SA 6am (Meet in AV Storage Room)  
SU 6am (Meet in AV Storage Room)

## BOOTH CREW

Free to attend every MANIA® session  
Enjoy WE and/or TH (day) Certs  
Staff Meeting TH 5:30pm-7:30pm (5:20pm Check-In)  
Help us sell & service in the SCW FR, SA & SU  
FR 8:45am-10am, 11:30am-2:15pm, 5:30pm-6:30pm  
SA 8:30am-11am, 12:30pm-3:15pm, 6:30pm-7:30pm  
SU 1:30pm - 3:30pm

## EXPRESS BOOTH CREW

Free to attend every MANIA® session  
Enjoy WE and/or TH SCW Certs at 50% OFF  
Staff Meeting TH 5:30pm-7:30pm (5:20pm Check-In) salad & pizza  
Help us sell & service in the SCW pool booth FR, SA & SU

## HOST(ESS) TEAM

Free for all sessions except lunch Friday & Saturday  
Enjoy TH (evening) and/or SU SCW Certs at 50% off  
Help us WE 4:00pm-7:00pm, TH 9:30am-2:30pm, Lunch 1 hour FR and SA  
Join us for shopping SCW Suite set-up & parties, use your own car.  
All gas, parking and tolls are reimbursed immediately

ROOM A - Function/HIIT	ROOM H - Box & Circuit
ROOM B - PT/GX/Aging	ROOM I - Aqua
ROOM C - Recovery/Mind-Body	ROOM J - Aqua
ROOM D - Barre/Pilates	ROOM K - Nutrition/Wellness
ROOM E - Dance/Specialty	ROOM L - Leadership
ROOM F - Schwinn Cycle	ROOM M - Sales/Retention
ROOM G - Core Health & Box	ROOM N - Media/Marketing



Denise Johnston, Staff Manager · [staff@scwfit.com](mailto:staff@scwfit.com)  
Text or Call: Cell: 678-901-9642 · Office: 847-562-4020