



# Welcome to ASM Global

Worldwide Entertainment and  
Convention Venue Management



# Overview



- Obtaining a badge and employee #
- Work Locations
- Attendance
- Dress Code
- Policies and Procedures
- Pay Dates/Paychecks





# Obtaining your Badge

- Once you've completed your New Hire Packet (which follows this presentation) online, you will be eligible to receive an ASM Global badge
- After submitting the New Hire Packet, please visit our security office to have your photo taken. The security office location is at 700 14<sup>th</sup> St Denver, CO 80202 (building at the corner of 12<sup>th</sup> & Welton) **between 9a – 3p, Monday - Friday**





# Badge ID Policy



- Your badge must be visible 100% of the time while on company property
- If your badge is lost or stolen, please call the ASM Global Administration Office at 303-228-8000.
- One replacement badge will be given at no cost; all additional badges will be \$25.00





# Work Locations

- Our facilities include:
  - Bellco Theatre
  - Colorado Convention Center
  - Buell Theatre
  - Ellie Caulkins Opera House
  - Boettcher Concert Hall
  - Denver Coliseum
  - Red Rocks Amphitheater
- IATSE Local #7, **NOT ASM GLOBAL**, is responsible for issuing all labor calls





# Attendance



- Please arrive to all work calls 15 minutes prior to start time.
- If for any reason you are going to arrive late to a work call you must notify the Union Hall immediately
  - Tardiness: 5-29 minutes after the start of your shift
  - No call/no show: will be counted after 30 minutes late
- If for any reason you are unable to work a scheduled call, the Union Hall must be notified immediately. 303/534-2423
- No call no shows and late/tardies will be tracked and kept on file. You are responsible for maintaining your schedule.
- If an employee fails to notify his/her supervisor or the Union Hall and then fails to work their scheduled shift, this will be considered absent without notice, and employment may be terminated.






# Signing In/Out

- When arriving to or leaving a call, it is required to sign in and out on the daily call sheet in addition to punching in and out on the timeclock
- Any time spent performing any additional duties needs to be properly logged on the daily call sheet





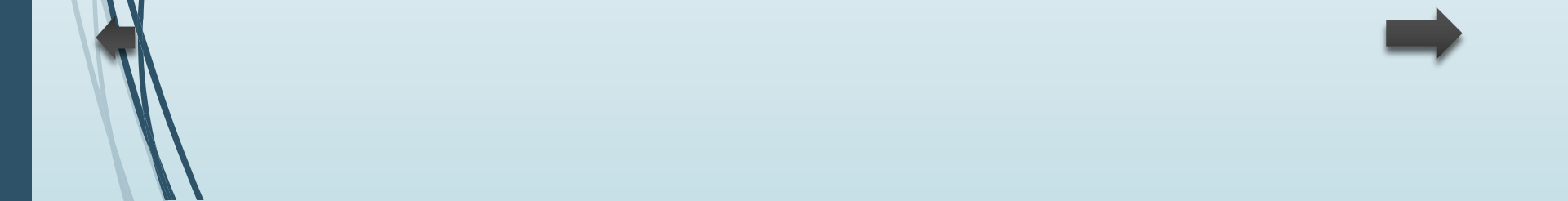
# Dress Code

- All clothes worn need to represent a professional image to customers and clients.
  - Bellco Theatre, Colorado Convention Center, Buell Theatre, Ellie Caulkins Opera House, Boettcher Concert Hall, Denver Coliseum:
    - Shirts: any color as long as it has the Union Local or IATSE logo only
    - Pants: Black/Blue jeans are allowed, no shorts
  - Red Rocks Amphitheater
    - Shirts: Neutral solid shirts (no tank tops) with no logos, Red Rocks or other IATSE show shirts are allowed
    - Pants: Neutral solid colors (no fatigue) pants or shorts in good condition, shorts need to hit the knee
    - Safety Vests: should be worn when working around moving vehicles
    - Hats: no logs, can be venue specific, hard hats should be worn during any over head working
  - Footwear must cover the entire foot
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# Drug and Alcohol Policy

- It is the desire of ASM Global to provide a drug-free, healthful, and safe work place
  - Legal Substances and Medical Marijuana:
    - ASM Global maintains a zero tolerance policy for drug use
  - The use of, possession, distribution or sale of any illegal drug is strictly prohibited by ASM Global
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# Violence in the Workplace

- ASM Global is committed to providing a workplace that is free from intimidation, threats of violence or acts of violence
  - Intimidation: an intentional act toward another person
  - Threats of Violence: an intentional act that threatens bodily harm or damage to property
  - Acts of Violence: an intentional act that causes bodily harm or damage to property
- Any ASM Global employee found to be in violation of this policy shall be subject to disciplinary action up to and including termination





# Pay Dates and Paychecks

- ▶ Pay Periods: Monday at 12:01am-Sunday at 12:00am
- ▶ Pay Dates: the following Friday after the pay period end
- ▶ ASM Global **no longer** issues paper paychecks
  - ▶ Direct Deposit to your personal bank account will be accepted
  - If you do not have a personal account, ASM Global provide you with a Wisely Paycard.
    - ▶ Your Wisely pay card will be mailed to you the week following your date of hire. Please contact 303-228-8163 for more information





# Stagehand Application

- The information in this presentation has been provided as an outline to accompany the ASM Global New Hire Packet, which will open following the completion of this presentation
  1. Begin with your First and Last Name
  2. A valid email address will need to be provided to begin the online application. If you don't have one, click [here](#) to create a FREE Gmail account
  3. Check the white online acknowledgement button then click continue
  4. Should you require assistance in completing this application, please visit the ASM Global Administration offices.





# Application Completion

- ▶ Please read all information carefully and thoroughly as this employment packets contains all pertinent information for your success at ASM Global.
- ▶ All empty boxes outlined in red require a response to be filled in by you the applicant.
- ▶ Click the “Finish” button below to proceed to the Employment Application in DocuSign



FINISH

