Staffing Solutions

Rates
- Non-supervisor: $22/hour
- Supervisor: $25/hour

Supervisor Needs
- 1-5 registrars: No supervisor is required;
- 6-25 registrars: One supervisor required;
- 25-50 registrars: Two supervisors are required.
- The number of supervisors required depends on the total number of registrars required.

Shift Schedule
- All staff are paid a minimum of four hours per day for each workday shift.
- The posted rates are applicable each day of the week.
- An 8-hour workday includes time for training, briefing, lunch and breaks.

Breaks & Lunch Periods
- 1-4.5 hours = 15 minute break
- 5-8 hours = One 30-minute paid meal break
- 8.5 hours = One 30-minute paid meal break
- 9+ hours = One 60 minute meal break
- *Breaks can be tailored to fit client’s scheduling needs. Supervisors set breaks for all temporary staff.

Parking/Transportation
Daily parking costs for locations outside of Washington, DC (i.e. Maryland or Virginia) and transportation costs for staff scheduled to be on-site before public transportation is available will be billed at the conclusion of the meeting. Parking and transportation rates are maxed at $15 per day per person.

Overtime
All hours worked in excess of 40 hours in a week are paid and charged at a rate of time and a half. Destination DC does not bill holiday rates.

Scheduling
To ensure that adequate personnel are available for your needs, please submit your personnel request 30-45 days prior to your meeting. Split shift scheduling cannot be accommodated. Please allow ample time for training and/or any briefing required. Standard hours are 6:00 a.m. - 10 p.m.

Changes
Recommend final schedule changes to be made at least 48 hours prior to the start of the meeting to ensure adequate time to notify personnel. On-site changes should be made with full 24-hour notice or client will be charged for the hours originally scheduled. Therefore, the final bill may differ from the initial quote for services.

Billing
Client will be billed for all approved hours, three to four weeks after the event end date.

Equipment
We do not provide any equipment or make arrangements for the rental of equipment required. We offer referrals for rental companies in the area or visit the service directory on washington.org

“Everybody was great! They were all highly professional. I needed some flexibility and the entire staff was fantastic about taking on different tasks to meet our needs. I was also highly impressed with the initiatives people took to take care of problems. Everybody was exceptional in how they treated the customers. Thanks!”

K.C. Hopson, MS CMP
EventRebels (Washington Metro Chapter Community Associations Institute)

Contact our Staffing Solutions Manager, April Latimore for more information:
(202) 789-7032 or April@washington.org

Data Entry • Typing • Cashier • Information • Convention & Show Office Staff • Restaurant Conierge • Room Monitor Host & Directional Staff • Pre-Registration Assistance • Mascot Staff