

# Picture This Production Services

## Crew Standards and Practices for Live Events

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Welcome to Picture This Production Services! We take pride in our world-class freelancers, and we are excited to add you to the ranks. Listed below are the standards and practices that you must agree upon before working with PTPS. Please read through them carefully and sign below.

### Expectations

When you are hired by Picture This, you are working as a representative of the company. This means that you reflect Picture This directly in the way you conduct yourself when on set, speaking with a client, or your fellow crew members. We expect you to act in a professional manner and to always remain courteous. You are not to hand out business cards or sell yourself while representing Picture This, and we ask that you refer the client back to us if they request your services for future jobs. All jobs are considered confidential unless directly expressed otherwise. A signed NDA is required before working for Picture This. This NDA covers all work you do for Picture This and is the same as signing a client's NDA for each job.

Picture This Production Services does not support or tolerate discrimination based on age, status, gender, gender identity, gender expression, race, religion, creed, uniformed service, or sexual orientation. PTPS has a zero-tolerance policy for verbal, physical, sexual, or mental harassment towards any employee, client, vendor, volunteer, intern, or contractor.

#### 1. Pay

- a. Rate: Not all the jobs have the same budget. We will offer the rate based on the job in question. This means that the rate may fluctuate per job.
- b. Full-day and Half-day: A full-day consists of 10 hours. Half days consist of a 5-hour minimum when working.
- c. Overtime (OT): Overtime begins after 10 hours worked at time and a half. After 12 hours worked, the rate becomes double time (DT) at 2 times the rate. Holiday Pay: On Picture This recognized holidays, crew pay is 1.5 X rate for 10 hours worked. After 12 hours it moves into 2x rate, and so on. Picture This recognized holidays are: *Thanksgiving, Christmas Day, July 4<sup>th</sup>, New Year's Day, Labor Day and Memorial Day.*
- d. Should Lunch be waived to strike within a 6-hour window, rate increases to 1.5 under wrap or lunch break.
- e. For weekly contracts the work week begins Saturday midnight to Saturday 11:59PM. This time period does not apply to daily workers receiving overtime for daily shifts over 10 hours.
- f. Invoice and Timecards: We appreciate all our local business freelancers. We ask that if you are a local business to submit proof of current license and invoice us upon job completion. If you are not a current licensed business, we require you to sign a W-4 and I-9 form and to be paid as an employee. If time sheets are used to collect time for pay, they must be returned within the next 2 business days. Any delay could result in the time your check is processed.

- g. Expenses: Any prior approved on-the-job expense/expenses requires a receipt to be reimbursed. Please turn in all gas receipts when filling PTPS vehicles. Regular gasoline, diesel, or standard-speed electric charges only.
- h. Pay Cycle: Freelancers and businesses are paid no earlier than four weeks from the job wrap date.

## **2. Meal**

- a. Meal breaks are 30 minutes or an hour. ½-hour lunch time is paid, and meals may be provided. A one-hour lunch is unpaid and may or may not be provided. Lunches must be given between 4-6 hours into a workday. If you are working a half-day you are not entitled to a meal. If you are working alone, please be sure to ask for a lunch break if it seems there will not be one.
- b. Meal penalties will be charged to the client and reimbursed to you if you are not fed lunch during a full-day production.
- c. Please be sure to check with a lead, or with the client when working alone, to know for certain there will be no break.

## **3. Travel**

- a. Travel and Mileage: Mileage reimbursement begins if you are using your personal vehicle as a working vehicle or if you travel 25 miles from Portland City Hall. Once you pass the 25-mile Radius you are on the clock and begin collecting miles at the current federal rate.
- b. Long-distance travel: Long-distance travel is on-the-clock, and you will be given per diem for your meals. All flight bookings are handled by Picture This.
- c. Travel Expenses: Any expense requires a receipt for reimbursement. Common receipts are: approved lunches, parking and on-the-job requested purchases. See 1-G for other work expenses. Unapproved hotel or other accommodations will not be reimbursed by PTPS.

## **4. Dress**

- a. Clean and presentable Work Blacks are required to be worn during load-in, set, strike, or any other time the event is not taking place. Work Blacks are all-black clothing that is clean and free from tears, holes or other significant wear. Shoes or boots are black and clean as well (not muddy).
- b. If a hat is worn, it needs to be an unbranded black cap or PTPS hat. Picture This logo t-shirts, work shirts, and caps are available to crew that is called often to work.
- c. Clean and presentable Show Blacks are required to be worn during events. This includes the time from call to wrap. Show Blacks are all black clothing with a collared shirt, full-length black slacks or pants, and black dress shoes.
- d. Clothing displaying vulgar or offensive imagery, logos of competing brands to PTPS or end-client are prohibited. Sleeveless shirts and tank tops are not allowed. Pants or shorts must have a zipper or button fly, (no sweatpants, basketball shorts, etc.) If your clothing does not meet expectations, you may be asked to change.
- e. Please be prepared for inclement weather.

I have read and agreed to all the above.

Print Name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_