DGS EVENT STAFFING AGENCY

Staff rates are calculated hourly at a minimum of four hours per employee. Charges for statutory holidays are set in accordance with Ontario Labour Policy. Please note a minimum of 2 business days cancellation notice must be provided or a 4hr per staff surcharge will apply. Estimate may be subject to a Travel Allowance Fee depending on the event location. Thank you and have an eventful day!

CLIENT INFORMATION

Client Name:		Phone Number:			
Email:					
Bill to: (Full Name)					
Billing Address:					
City:		Province:		Postal Code:	
Order Date (MM/DD/YEAR)		Ordered by:			
Event Date (MM/DD/YEAR)		PO#			
Type of Event:	☐ Wedding ☐ Social ☐ Corporate ☐ Festival ☐ Other				
Type of Service:	☐ Cocktail ☐ Buffet ☐ Sit-down		Number of guests:		
Event Location:					
Event Address:					
City:		Province:		Postal Code:	
Major Intersection:					
Event Contact Name:		Phone Number			
Guest arrival time:		Estimated end time:			
Event Special Notes:					

STAFF REQUEST

Staff Postion	Number of Staff	Start Time	Estimated End Time	Estimated Hours
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				
Select Position				

UNIFORM

☐ Black Bistro	☐ White Bistro	☐ All Black	☐ Summer	☐ Special Requests
Black shirt, black vest black tie and black shoes	White shirt, black vest black tie and black shoes	Black shirt, black pants, and black shoes	White or black polo, black pants and black shoes	

RESET FORM

Please send completed form to **reception@dgsevents.com**