

IMPORTANT CHANGES THIS YEAR

Employees will no longer receive a full printed packet.

Each employee will receive only a parking pass with a QR code on the back. Please scan the QR code for:

- Job assignments
- Parking maps
- Employee instructions
- Additional Annual Meeting information

At the conclusion of the meeting, please return your nametag in the designated buckets near the magnetic boards. If you forget, please return it to your supervisor on Monday.

JOB ASSIGNMENTS

Please see the attached job assignments and workstation descriptions.

If “Lead” is listed next to your name, you are responsible for the employees assigned to your workstation. Responsibilities include:

- Coordinating employee locations within your assigned area
- Managing employee break schedules
- Ensuring your workstation remains adequately staffed at all times
- Making sure employees assigned to your area remain at the Cajundome until the conclusion of the meeting

MEMBER REMINDER

If you are a SLEMCO member, please bring the Barrel Card you receive in the mail and turn it in at the check-in table upon arrival so it can be included in the quorum count.

EMPLOYEE CHECK-IN REQUIRED

All employees must check in upon arrival to be paid for time worked at the meeting.

- Pick up your nametag from the magnetic boards
- Wear your nametag throughout the event
- Check in before reporting to your assignment

At the conclusion of the meeting, please return your nametag in the designated buckets near the magnetic boards. If you forget, please return it to your supervisor on Monday.

PARKING PASSES & ACCESS

- **RED Parking Pass:** (Board Members / Executive Staff / Special Guests)
 - Lot directly behind the Convention Center
 - Gate 9 on West Congress Street
 - Reinhardt Drive entrance nearest the coulee behind the Cajundome
- **YELLOW Parking Pass:** (Office Employees / Supervisors / Foremen)
 - Lot along West Congress Street between Gates 8 and 9
 - Souvenir Gate
 - Gate 9 on West Congress Street
- **PURPLE Parking Pass:** (Field Employees)
 - Fraternity Row parking lot across Reinhardt Drive from the Convention Center
 - Reinhardt Drive only

Important Reminders:

- Last year's parking passes will not work.
- DO NOT park in handicapped parking spaces
- DO NOT park on the grass

Please see attached map or scan the QR code on your parking pass for parking locations and directions.

ARRIVAL INFORMATION

- Enter through the designated corner entrance only
- Breakfast and coffee will be available beginning at 5:00 a.m.

FAMILY MEMBERS

If children or family members attend with you, another adult must supervise them during the meeting. Employees are expected to remain at their assigned workstations throughout the event.

MEMBER INTERACTION & SAFETY

Please continue providing the professional, courteous service our members expect from SLEMCO employees.

If a member asks a question you cannot answer, direct them to:

- The Customer Service Table
- Scholarship related questions, refer to the scholarship table in the arena next to the stage
- A supervisor

If anyone needs medical assistance or appears injured, notify safety staff immediately.

DRESS CODE

All employees should maintain a clean, polished, and professional appearance.

Female Employees

Appropriate attire includes:

- Dresses
- Skirts and blouses
- Dress slacks and blouses
- Business suits
- Company uniforms

NOT permitted:

- Leggings
- Jeans
- Capri pants
- Low-cut or cropped tops
- Athletic or overly casual attire

Operations / Field Employees

Employees with SLEMCO uniforms may wear:

- Button-down FR uniform shirt
- Jeans
- SLEMCO cap

Please note:

- No t-shirts permitted
- Uniforms should be clean, neat, tucked in, and wrinkle-free

All Other Male Employees

Appropriate attire includes:

- Suit or sports coat with tie
- Dress slacks
- Dress shoes