



CPR FREELANCER CONDUCT & PROCEDURES

- The minimum dress requirement for set up is “show black”, long pants and a collared shirt. Keep in mind that many of CPR’s clients are Fortune 500 companies. Your attire and demeanor are a reflection of yourself foremost and CPR second.
- While working with CPR, you must check in with the lead tech upon arrival to the show site. You will be given your scope of work. Follow up with the lead tech upon completion of each task.
- If returning later for rehearsal, show or strike, check with the lead tech for information regarding call times and dress code before you leave the site.
- Check with lead tech before leaving the room for any reason (bathroom, smoke break, phone calls, lunch, etc.).
- Bring all technical or other problems to the attention of the lead tech immediately.
- If CPR’s client approaches you, direct the client to the lead tech unless the lead tech has directed you otherwise. Do not interact with CPR’s client directly. Always go through the lead tech unless otherwise directed. Keep in mind that the media content during our events are proprietary and cannot be used without written consent from our end client.
- Parking will not be reimbursed without prior approval from CPR.
- No headphones, MP3 devices, Blue tooth ear buds (visible installation in your ear) or cellular use is allowed once crew call has started.
- Keep all cable runs neat, don’t tape down cables until everything is set and functionality is confirmed.
- Smoking may be done on scheduled breaks and in approved areas only. (Absolutely no smoking near the trucks)
- You are effectively representing CPR and may not solicit work from CPR’s client.
- Obscene gestures and vulgar language are prohibited on show site.
- No alcohol or drugs are allowed at any time.

STRIKING SHOWS:

1. Pull and coil cables neatly. Stage coiled cables in pre-approved location for later inspection, sorting and proper storage.
2. Pull gear to appropriate cases, but do not pack until checked by lead tech.
3. When the show is struck, and you are ready to leave, you must check with the lead tech to have all necessary paperwork confirmed and signed before leaving. Failure to have all paperwork signed may result in delayed payment.

INVOICES:

Invoice CPR in a timely fashion; within two days of the event where possible. Any changes to the original call or rates must be explained before the invoice will be approved. All invoices are due **no later than ten (10) business days** after an event. Invoices received after ten (10) days will be paid per original purchase order – with no allowed adjustments.

I have read this document carefully, and I agree to adhere to the procedures and standards of conduct as detailed above.

SIGNATURE

PRINTED NAME

DATE