

STAFF ASSISTANT GUIDE



RECHARGE THE ROOM.



WE NEED YOU!

Our SCW Crew are leaders who go behind the scenes to make this amazing educational experience happen. This guide will help you decide where you best fit at Mania®!

Be a part of the team, become a Mania® Staff Assistant...

PAY ONLY \$159 and **Save \$240** on your registration and get 20 CECs/CEUs.

- Work 1 Day, Enjoy 2 Days of MANIA® Sessions, Plus Earn 20 CECs along the way!
- **Earn 20 CECs** while staffing (SCW, AFAA, ACE, NASM, ACSM, AEA & more!)
- **50% OFF** all Live SCW Certifications (was \$259, now \$129.50)
- **50% OFF** all SCW Equipment & Accessories
- **FREE** Event T-shirt
- **FREE** Friday Night SCW Staff dinner party
- **FREE** Evening Masterclass

50% OFF CERTIFICATIONS

Every Mania® Staff Assistant Crew Member receives a 50% discount off the full rate on any SCW Certification of their choice! Take more than one at this amazing discounted rate! Each Crew Member enjoying this discount **MUST** help manage the room and assist the presenter creating a smooth educational experience for all!

CERTIFICATION CREW SUPPORT INCLUDES:

1. Smile, be friendly & help the Presenter.
2. Make every attendee feel welcome (check rosters, badges & wrist bands).
3. Hand out equipment.
4. Help un-registered attendees find SCW Registration.
5. Make announcements.
6. Arrive 30 mins before the Certification for SCW Support & training.
7. Collect Presenter evaluations on the QR Code
8. Return support materials to SCW Registration.
9. Run filming / camera support

WORK HARD. PLAY HARD.



Staff Assistants may attend any session they wish when not working! **NOTE:** If a session is full or has limited equipment, Staff Assistants may be asked to audit/observe that session but will still receive CECs.

REGISTER

PRINT THIS GUIDE



Questions? Contact us at staff@scwfit.com or call/text 847-562-4020

CHOOSE YOUR SUPPORT TEAM

Team helps SCW for a limited time out of your total 40-hour Mana® experience. Enjoy unlimited access to every session with in-and-out privileges

DOOR MONITOR



- FREE to attend every MANIA® session for 2 Days
 - Enjoy TH and/or SU SCW Certs at 50% OFF
 - TH 5:45pm Check-In for Staff Meeting & 6pm Dinner Meeting & Rm Set-Up
 - Daily 6:45am meeting for Door Monitors the day you are working
Select which day (FR, SA, SU) that you are helping.
1. Meet for morning meeting in ROOM G- 45 mins before 1st session
 2. Be prepared to run the camera- Check Mic & Music volume
 3. Smile: make Presenter & every attendee feel welcome
 4. Check badges & wristbands
 5. Request cell phones quieted and on vibrate
 6. No full recording of sessions (Social Media filming allowed)
 7. Make Announcements
 8. Hold up presenter Time Signs (15 min, 10 min, 5 min, 1 min)
 9. At session end, remind attendees about presenter Evaluations
 10. Notify SCW staff of mic, music, water, temperature, or injury issues
 11. Lower Music when too loud (equipment will break!)
 12. Be available in your room between all sessions
 13. Take breaks only when session is operating smoothly
 14. End of day, return materials to Registration
 15. Help with Keynote & Sunday Tear-Down
 16. Press Start / Stop on session Camera before and after session

TURN-AROUND



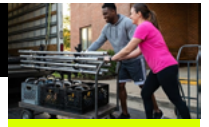
- FREE to attend every MANIA® session for ALL 3 DAYS!
- Enjoy TH SCW Certs at 50% OFF
- TH 5:45pm Check-In for Staff Meeting & 6pm Dinner Meeting & Rm Set-Up
- Morning meeting 6:45am (45 min. before 1st session of the day)
- FR, SA & SU rearranging equipment between all sessions + after the last session
- Sunday Truck Loading

BRANDING ASS'T



- FREE to attend every MANIA® session
- Enjoy TH (evening) and /or SU SCW Certs at 50% off
- TH 5:45pm Check-In for Staff Meeting & 6pm Dinner Meeting & Rm Set-Up
- Help us WE 5:30pm-9:30pm & TH 9:00am-1:00pm or 5:30pm-9:30pm
- Decorate SCW activity rooms with banners, Xframes & table runners
- Assist with Event & Expo Set-Up

MANIA® MOVER



- FREE TO BE A STAFF ASSISTANT (No charge - SAVE \$159)
- FREE to attend every MANIA® session for ALL 3 DAYS!
- Enjoy TH SCW Certs at 50% OFF
- Help us WE 1:00pm-9:30pm & SU 1:30pm-4:30pm unloading and loading heavy equipment from Truck
- You can also find a strong person to load & unload for you & get the conference for FREE!

PREP SQUAD



- FREE to attend every MANIA® session for ALL 3 DAYS!
- Enjoy TH evening and/or Sunday SCW Certs at 50% off
- TH 5:45pm Check-In for Staff Meeting & 6pm Dinner Meeting & Rm Set-Up
- Help us WE 5:30pm-9:30pm & TH 8:30am-12:30pm or 5:30pm-9:30pm - Create Welcome Bags, rearrange rooms and light moving

MORE OPTIONS



REGISTRATION



- FREE to attend every MANIA® session
- Enjoy TH (day) and/or SU Certs at 50% OFF
- TH 5:45pm Check-In for Staff Meeting & 6pm Dinner Meeting & Rm Set-Up
- Help us service at SCW Registration FR, SA & SU - 1 hr before each opening & every break

EXPO BOOTH



- FREE to attend every MANIA® session
- Enjoy WE and/or TH (day) Certs at 50% OFF
- TH 5:45pm Check-In for Staff Meeting & 6pm Dinner Meeting & Rm Set-Up
- Assist with Set-Up and Running SCW Expo Booth FR, SA & SU

HOST(ESS)



- FREE for all sessions except lunch Friday & Saturday
- Enjoy TH (evening) and/or SU SCW Certs at 50% off
- Help us WE 5:30pm-9:30pm, Lunch & Dinner FR & SA
- Assist with shopping, SCW Suite set-up & parties

REGISTER

ROOMS



**Function
& Active
Aging**



**Power &
Personal
Training**



**Group
Programming**



**Recovery /
Mind-Body**



**Waterworks
(Aqua)**



**Nutrition /
Ex. Science**



Leadership



**Pilates
Reformer**

CORE DUTIES

To ensure everyone can enjoy the event fully, **we ask that all Staff Assistants complete their assigned duties.** Those who are unable to do so will be asked to pay the full attendee rate or may risk not receiving CECs.

Requirements for All Staff Assistants

- TH 5:45pm Check-In for Staff Meeting
- TH 6:00pm-7:30pm Dinner Meeting & Rm Set-Up
- FR 6:00pm-8:30pm Dinner, Dirnks & Dessert Party in Suite
- SA 8:45am-9:15pm Set-up Keynote
- SA 10:30am-11am Tear-Down Keynote
- SU 1:30pm-2:30pm Close-Down MANIA®

