



Welcome to Special Event Management!

To keep things simple, SEM is an Event Staffing & Event Management Company. We provide top notch production support to help take our clients vision and turn it into a reality.

We are excited to welcome you to the S.E.M family. Please see below a list of the attached documents that we would like completed before you get started:

(Simply sign and send them back to admin@semlv.com)

- **SEM Work agreement** – Please sign and send back
- **W-4** – Please fill out and send back
- **Direct deposit** – Please fill out and send back
- **Emergency contact form** – Please fill out and send back
- **Please send a copy of** – Driver License, Social security, or passport. OSHA Certs and any other certs you may have.

Please note to fill out the attachments and respond individually to let me know if you have any questions or concerns.

We look forward to guiding and empowering your growth in the professional events industry, congratulations on being welcomed as a trusted member of the S.E.M. family.

Please DO NOT REPLY or DO NOT SEND personal documents from this EMAIL CHAIN.

Please send directly to admin@semlv.com and not in this email chain. (Unless you want everyone attached to see your personal info.)

If anyone is having any kind of issues or discrepancies with your current schedule, please contact John (702-809-6730) or Jason (702-545-8930) to let us know right away.

Thank you,

President, SEM

Jason Deborski