

# New Team Member Packet

## Commitment Letter

**Definition of Commitment - a promise to do or give something: a promise to be loyal to someone or something: the attitude of someone who works very hard to do or support something.**

I \_\_\_\_\_, commit myself to Lil Saint Productions (LSP) as a team member.

Duties and expectations of team members include but are not limited to:

- Promotion of LSP is strongly encouraged, but not as your own personal business entity.
- Training to be proficient in services, equipment, and products offered is required.
- Prompt arrival to events, etc. (barring unexpected or extenuating circumstances)
- If canceling attendance to agreed events, training or meetings. Appropriate prior notice through text is much appreciated.
- At no time being under the influence of alcohol or drugs at events will be tolerated. (unless prescribed)
- Team members are expected to have a good attitude, outgoing personality, and be helpful with any necessary team duties.
- Preferably team members should own or have access to their own equipment. If LSP equipment is required to be used, rental fees will apply.
- Team members will be paid after events are paid in full to LSP. (unless events are paid in cash such as Tips which are to be split)

X

\_\_\_\_\_  
Team Member

X

\_\_\_\_\_  
Date

# *New Team Member Packet*

## LSP Business SOP: Employee Roles & Responsibilities

This SOP document outlines the clear responsibilities and expectations for each core team member: Photographer/Content Creator, Lead Networker, Outreach Assistant, and Roadie (Equipment Technician). Each role includes primary goals and key duties in plain, actionable language.

### Photographer / Content Creator

Capture and curate event content to support marketing on social media platforms.

- Attend events and take high-quality photos/videos (15–30 sec clips).
- Capture crowd engagement, singers, and general excitement.
- Sort and send best content labeled by date/venue within 24 hours.
- Support recap video creation or graphics when possible.
- Maintain a media archive organized by date and event.
- Respect privacy: don't share photos of anyone who objects.

### Lead networker

Manage scheduling, communication, and paperwork for seamless event execution.

- Respond to client inquiries within 24 hours with friendly tone.
- Maintain shared master calendar for all events.
- Create contracts and send invoices using templates.
- Confirm event logistics and team details in advance.
- Send gig sheets with event details to team.
- Track payments, expenses, and post content if assigned.
- Reply to social media messages as the brand's front desk.
- Be ready to answer karaoke-related FAQs when needed.

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## Outreach Assistant (Sales & Venue Liaison)

Proactively grow the business by securing gigs and managing venue relationships.

- Research and contact new venues weekly (bars, planners, etc.).
- Use a benefit-driven pitch to propose karaoke events.
- Follow up regularly to close deals.
- Coordinate handoff to Admin once booked.
- Check in after events and resolve feedback.
- Maintain relationships and request testimonials.
- Explore new markets like weddings or corporate gigs.
- Report weekly activity and lead status.

## Roadie / Equipment Technician

Ensure technical setup, sound quality, and smooth event operation.

- Double-check all gear before events using a checklist.
- Arrive early, set up gear neatly and safely.
- Perform soundchecks and avoid feedback.
- Fix issues quickly during events (swap mics, cables).
- Support MC and manage song queue as needed.
- Tear down gear post-event and inspect for damage.
- Perform regular maintenance and cleaning of gear.
- Keep inventory updated and flag low supplies.

## Summary

Photographer: Take great pics/videos and deliver them promptly.

Admin Assistant: Manage bookings, schedules, and communication.

Outreach Assistant: Bring in gigs and maintain relationships.

Roadie: Set up and operate gear, ensuring smooth shows.

Keep communication flowing between roles so nothing is missed. Working together with clarity means a smoother, more professional operation.

# New Team Member Packet

## Independent Contractor Payout Form

**Contractor Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Email:** \_\_\_\_\_

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### Position Details

**Position Title:** \_\_\_\_\_

**Description of Job:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Agreed Payment:** \$ \_\_\_\_\_

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### Payment Details

**Preferred Payment Method (check one):** [  ] PayPal - [  ] Venmo - [  ] Zelle:

**If Zelle Phone Number ( \_\_\_\_\_ )** \_\_\_\_\_

**If PayPal / Venmo Username:** \_\_\_\_\_

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### Notes / Comments

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

*This form is used to authorize payment to an independent contractor for services rendered.  
Please ensure all fields are completed accurately to avoid delays in payout.*

# New Team Member Packet

This Referral Agreement is made between Lil Saint Productions (“Company”) and the Referring Party

(“Referrer”).

1. Compensation: Referrer shall receive:

- \$100 for each direct referral who books and completes a DJ service event.
- \$50 for each indirect referral (referred by a direct referral) who books and completes an event.

2. Eligibility: Payment is issued only after the event is completed and paid in full.

3. Term: This agreement remains active until terminated by either party in writing.

4. Independent Contractor: Referrer is not an employee of the Company.

5. Acceptance: By participating, the Referrer agrees to all terms in this contract Must sign date and email back within 1 week.

Company Contact:

Victor Ybarra

Lil Saint Productions

Email: [lilsintproductions@gmail.com](mailto:lilsintproductions@gmail.com)

X

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Referral Partner

X

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LSP

# *New Team Member Packet*

## Lil Saint Productions & team member Contract

**T.E.A.M**

**Together Everyone Achieves More**

We are a Team and we want to solve problems and acknowledge needs of our clients. We want to work with people that love to have fun and have a great personality and create an awesome atmosphere at our events. Everyone here at Lil Saint Productions grows and learns from each other

### Associate Information:

Name

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Email

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Phone

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I \_\_\_\_\_ am a team member of Lil Saint Productions I will have fun, but will also abide by the regulations of Lil Saint Productions. I will not claim Lil Saint Productions as my own company. I will represent Lil Saint Productions in a professional manner. And I will make sure I'm on time for all events and meetings & be a Team Player.

I \_\_\_\_\_ understand my contract can & will be terminated if caught under the influence of Drugs or Alcohol Before & during any & all events

My team member role is \_\_\_\_\_

I \_\_\_\_\_ Understand that \$ \_\_\_\_\_ will be taken out of my pay for equipment rental

I understand I must wear my Team Shirt during all events during my 60 Day Probation

I understand I am under a 60 Day probation period to be evaluated of how my work ethics, personality, multi-tasking, customer service are. (during events)

# *New Team Member Packet*

I understand by promoting, I get more gigs and getting more gigs means getting more money

**As a LSP Team Member everyone Automatically is asked to join the referral partner program**

**THIS CONTRACT, is executed by the persons signing below who both parties have the authority to terminate the contract at any time**

X

\_\_\_\_\_  
Team Member

X

\_\_\_\_\_  
LSP Rep

X

\_\_\_\_\_  
Date

X

\_\_\_\_\_  
Date