



EMPLOYMENT APPLICATION PACKET

Required documents to be completed and returned:

Application for Employment

Conditions of Employment

Kansas K-4 – Employee Withholding Allowance Certificate

Federal W-4 - Employee Withholding Allowance Certificate

Federal Form I-9 – Employment Eligibility Verification

*Driver's License or other government issued picture ID **AND** a copy of Social Security Card are required to be submitted with this form. Other acceptable forms of ID are listed on the back of the form.*

- ***Complete all areas*** of each form, except on the I-9 where only the top portion is to be filled in by applicant.
- ***The K-4 is required*** even if you are not a resident of Kansas.
- ***Failure to return*** a complete packet may result in delay of the hiring process and reduced choice of work areas available.



APPLICATION FOR EMPLOYMENT

Please Print



PERSONAL INFORMATION

DATE: _____

SS # _____ LAST NAME: _____

FIRST NAME _____ MI _____ NICKNAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE _____ CELL PHONE _____

EMERGENCY CONTACT # _____ EMAIL ADDRESS _____

ARE YOU ELIGIBLE TO WORK IN THE UNITED STATES? YES ___ NO ___

ARE YOU OVER THE AGE OF 18? YES ___ NO ___

EMPLOYMENT HISTORY

1 _____
Date Employer Your Duties

2 _____
Date Employer Your Duties

HAVE YOU EVER BEEN CONVICTED OF OR PLEADED NO CONTEST TO A FELONY WITHIN THE LAST 10 YEARS?

YES ___ NO ___

IF YES, PLEASE EXPLAIN: _____

*conviction of a crime, or pleading guilty to a criminal charge, will not necessarily disqualify you from the job for which you are applying. Each conviction or pleas will be considered with respect to time, job relatedness, and other relevant factors.

REFERENCES

List 1 personal and 2 work related references whom we may contact regarding your past work performance.

Name	Occupation	Address	City, State	Phone

HAVE YOU PREVIOUSLY WORKED FOR COUNTRY STAMPEDE? YES ___ NO ___

IF YES, NUMBER OF YEARS _____ AREA _____ SUPERVISOR _____

AREAS IN WHICH YOU WISH TO BE EMPLOYED - PLEASE RANK (1 through 5 - 1 being your first choice)

- | | | |
|----------------------------|-----------------------------|-------------------------------|
| _____ Festival Security | _____ Food/Bev Ticket Sales | _____ Backstage Security |
| _____ Campground Attendant | _____ Ticket Taker(gates) | _____ Custodial |
| _____ Event Ticket Sales | _____ Traffic/Parking | _____ Traffic/Parking Cashier |
| _____ Stagehand | _____ Campground Security | |

AVAILABILITY INFORMATION

DAYS YOU ARE AVAILABLE TO WORK (Circle all that Apply)

Thursday Friday Saturday Sunday AM PM

T-SHIRT SIZE: Please circle M LG XL XXL XXXL

For Office Use Only	
AREA HIRED	_____
WAGE RATE \$	_____
MANAGER/SUPERVISOR HIRED BY:	_____

CONDITIONS OF EMPLOYEMENT—COUNTRY STAMPEDE

Employee’s Name _____ Social Security Number _____ - _____ - _____

Have you ever had any disabling accident, injury, or any other ailment which would prohibit you from performing your job as described by your supervisor? This may include standing, sitting, and walking for extended periods of time. YES NO If “yes”, please explain _____

Food Service employees must be at least 18 years of age to dispense and serve alcohol.

Are you 18 years of age or older? YES NO

UNIFORMS Uniform T-shirts will be provided. Workers are required to work all shifts assigned. Workers failing to do so (without prior approval of their supervisor), or those terminated for cause, will be assessed a payroll deduction of fifteen dollars (\$15.00) for the cost of their uniform. It is recommended that you provide your own rain ponchos, sunscreen, etc.

EMPLOYEE DRESS CODE Employee dress code will consist of provided uniform T-shirts, and jeans or shorts that are in good condition (contain no holes and are not tattered or frayed). Wearing of closed-toed shoes is required. (NO SANDALS) Sunglasses are permitted but cannot be mirrored glasses.

WORK SHIFTS Employee work shifts will begin promptly at scheduled times. Employees are expected to arrive at least thirty (30) minutes prior to their scheduled shift and will sign-in for work at the employee check-in station at the east end of the festival grounds. Workers will receive their shift briefing and must be at their assigned position at the scheduled time. Worker hours will be calculated beginning with the check-in time and ending with the checkout time, unless otherwise authorized by the appropriate supervisor. Check-in and check-out times will be compared with those of your supervisor. Should discrepancies exist, you will be paid only for the times recorded by your supervisor. **The Country Stampede work week is based on a start/finish time of Thursday at midnight.**

EMPLOYEE BEHAVIOR Smoking, eating and the use of chewing tobacco while working (not on break) is **prohibited**. Employee shall at all times behave in a professional and courteous manner to our patrons and their fellow employees. At no time will cursing, abusive language, or behavior be tolerated.

EMPLOYEE ADMITTANCE Employees may enter the festival grounds to view performances prior to and following their scheduled work shift. Employees may enter the grounds by showing their employee wristband at the **Employee Entrance Only**. Employees are not permitted to enter through the main gates. Employees may enter the grounds and stay up to 30 minutes before their reporting time and enter again once they have signed out following their shift. In both cases, employee must be off duty and must change out of their uniform T-shirt before being allowed to enter the grounds.

EMPLOYEE PARKING Employee parking will be provided in specified locations at no cost to working personnel. Workers will be required to show their employee wristband and have their name verified from the daily worker list. All occupants of employee vehicle must have wristbands or they will be charged a daily parking fee. Employees will be directed to park in specific areas of the park. Unauthorized use of parking privileges will include; use while not working, use for another person and failure to follow instructions of parking personnel.

EMPLOYEE FOOD PROGRAM An Employee Food Program has been established for the convenience of Country Stampede Employees. Please ask you supervisor for details.

I understand the rules outlined herein and further understand that I am not to be under the influence of alcohol or drugs and will not partake in the use of alcohol or drugs prior to or during my work shift. Failure to comply with the aforementioned rules and this statement will be grounds for dismissal.

I certify that the above answers are true to the best of my knowledge. I understand that misrepresentations or omissions of facts called for on this form are cause for dismissal. I also understand and agree to all additional information given.

Employee Signature Date

K-4

(9/07)

KANSAS

EMPLOYEE'S WITHHOLDING ALLOWANCE CERTIFICATE

The following instructions will assist you in completing the worksheet and K-4 form below. After you have completed the K-4 form, detach it and give it to your employer. For assistance with this form, call KDOR (Kansas Department of Revenue) at 785-368-8222.

Purpose of the K-4 form: A completed withholding allowance certificate will let your employer know how much *Kansas* income tax should be withheld from your pay on income you earn from Kansas sources. Because your tax situation may change, you may want to refigure your withholding each year.

Exemption from withholding: To qualify for exempt status you must, 1) Verify with KDOR that last year you had the right to a refund of all STATE income tax withheld because you

had no tax liability; 2) Verify with KDOR that this year you will receive a full refund of all STATE income tax withheld because you will have no tax liability.

Notes: Your status of "Single" or "Joint" may differ from your status claimed on your Federal Form W-4. Claiming more than the proper amount may result in taxes owed when filing your state income tax.

Basic Instructions: If you are not exempt, complete the **Personal Allowances Worksheet** below. The allowances claimed on this form should not exceed that claimed under "Exemptions" on your Kansas income tax return. To avoid owing taxes when you file, follow the suggested allowance rate selection on line A below. This form must be

filed with your employer; otherwise, your employer must withhold Kansas income tax from your wages without exemption at the "Single" allowance rate.

Head of household: Generally, you may claim head of household filing status on your tax return only if you are **unmarried and pay more than 50% of the cost of keeping up a home for yourself and for your dependent(s).**

Nonwage income: If you have a large amount of nonwage Kansas source income, such as interest or dividends, consider making estimated tax payment using form K-40ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax when filing your state income tax return.

Personal Allowance Worksheet (Keep for your records)

A Allowance Rate:

If you are a single filer mark "Single"

If you are married and your spouse has income mark "Single"

If you are married and your spouse does not work mark "Joint"



Single

Joint

B Enter "0" or "1" if you are married or single and no one else can claim you as a dependent (entering "0" may help you avoid having too little tax withheld) **B** _____

C Enter "0" or "1" if you are married and only have one job, and your spouse does not work (entering "0" may help you avoid having too little tax withheld) **C** _____

D Enter "1" if you will file head of household on your tax return (see conditions under "Head of household" above) **D** _____

E Enter the number of dependents you will claim on your tax return. Do not claim yourself or your spouse or dependents that your spouse has already claimed on their form K-4. **E** _____

F Enter "1" if you have at least \$1,500 of child or dependant care expenses for which you plan to claim a credit and your household income is below \$50,000 **F** _____

G Add lines B through F and enter the total here **G** _____

▼ **Cut here and give this K-4 form to your employer. (Keep the top portion for your records.)**

K-4

(9/07)

Kansas Employee's Withholding Allowance Certificate

Whether you are entitled to claim a certain number of allowances or exemptions from withholding is subject to review by KDOR. Your employer may be required to send a copy of this form to KDOR.

1 Print your first name and middle initial		Last Name		2 Social Security Number	
Mailing Address			3 Allowance Rate Mark the allowance rate selected in line A above. <input type="checkbox"/> Single <input type="checkbox"/> Joint		
City or Town, State, and ZIP Code					
4 Total number of allowances you are claiming (from line G above)		4			
5 Enter any additional amount you want withheld from each paycheck (this is optional)		5		\$	
6 I claim exemption from withholding. You must meet the conditions explained in the "Exemption from withholding" instructions above. If you meet those conditions, write "Exempt" on this line. Note: KDOR will receive your federal W-2 forms for all years claimed Exempt.		6			
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief it is true, correct, and complete.					
SIGN HERE ►			DATE		
7 Employer's name and address				8 EIN (Employer Identification Number)	

Form W-4 (2011)

Purpose. Complete Form W-4 so that your employer can withhold the correct federal income tax from your pay. Consider completing a new Form W-4 each year and when your personal or financial situation changes.

Exemption from withholding. If you are exempt, complete **only** lines 1, 2, 3, 4, and 7 and sign the form to validate it. Your exemption for 2011 expires February 16, 2012. See Pub. 505, Tax Withholding and Estimated Tax.

Note. If another person can claim you as a dependent on his or her tax return, you cannot claim exemption from withholding if your income exceeds \$950 and includes more than \$300 of unearned income (for example, interest and dividends).

Basic instructions. If you are not exempt, complete the **Personal Allowances Worksheet** below. The worksheets on page 2 further adjust your withholding allowances based on itemized deductions, certain credits, adjustments to income, or two-earners/multiple jobs situations.

Complete all worksheets that apply. However, you may claim fewer (or zero) allowances. For regular wages, withholding must be based on allowances you claimed and may not be a flat amount or percentage of wages.

Head of household. Generally, you may claim head of household filing status on your tax return only if you are unmarried and pay more than 50% of the costs of keeping up a home for yourself and your dependent(s) or other qualifying individuals. See Pub. 501, Exemptions, Standard Deduction, and Filing Information, for information.

Tax credits. You can take projected tax credits into account in figuring your allowable number of withholding allowances. Credits for child or dependent care expenses and the child tax credit may be claimed using the **Personal Allowances Worksheet** below. See Pub. 919, How Do I Adjust My Tax Withholding, for information on converting your other credits into withholding allowances.

Nonwage income. If you have a large amount of nonwage income, such as interest or dividends, consider making estimated tax payments using

Form 1040-ES, Estimated Tax for Individuals. Otherwise, you may owe additional tax. If you have pension or annuity income, see Pub. 919 to find out if you should adjust your withholding on Form W-4 or W-4P.

Two earners or multiple jobs. If you have a working spouse or more than one job, figure the total number of allowances you are entitled to claim on all jobs using worksheets from only one Form W-4. Your withholding usually will be most accurate when all allowances are claimed on the Form W-4 for the highest paying job and zero allowances are claimed on the others. See Pub. 919 for details.

Nonresident alien. If you are a nonresident alien, see Notice 1392, Supplemental Form W-4 Instructions for Nonresident Aliens, before completing this form.

Check your withholding. After your Form W-4 takes effect, use Pub. 919 to see how the amount you are having withheld compares to your projected total tax for 2011. See Pub. 919, especially if your earnings exceed \$130,000 (Single) or \$180,000 (Married).

Personal Allowances Worksheet (Keep for your records.)

A	Enter "1" for yourself if no one else can claim you as a dependent	A	<u> </u>
B	Enter "1" if: { <ul style="list-style-type: none"> • You are single and have only one job; or • You are married, have only one job, and your spouse does not work; or • Your wages from a second job or your spouse's wages (or the total of both) are \$1,500 or less. }	B	<u> </u>
C	Enter "1" for your spouse . But, you may choose to enter "-0-" if you are married and have either a working spouse or more than one job. (Entering "-0-" may help you avoid having too little tax withheld.)	C	<u> </u>
D	Enter number of dependents (other than your spouse or yourself) you will claim on your tax return	D	<u> </u>
E	Enter "1" if you will file as head of household on your tax return (see conditions under Head of household above)	E	<u> </u>
F	Enter "1" if you have at least \$1,900 of child or dependent care expenses for which you plan to claim a credit (Note. Do not include child support payments. See Pub. 503, Child and Dependent Care Expenses, for details.)	F	<u> </u>
G	Child Tax Credit (including additional child tax credit). See Pub. 972, Child Tax Credit, for more information. <ul style="list-style-type: none"> • If your total income will be less than \$61,000 (\$90,000 if married), enter "2" for each eligible child; then less "1" if you have three or more eligible children. • If your total income will be between \$61,000 and \$84,000 (\$90,000 and \$119,000 if married), enter "1" for each eligible child plus "1" additional if you have six or more eligible children 	G	<u> </u>
H	Add lines A through G and enter total here. (Note. This may be different from the number of exemptions you claim on your tax return.) ▶	H	<u> </u>
	For accuracy, complete all worksheets that apply. { <ul style="list-style-type: none"> • If you plan to itemize or claim adjustments to income and want to reduce your withholding, see the Deductions and Adjustments Worksheet on page 2. • If you have more than one job or are married and you and your spouse both work and the combined earnings from all jobs exceed \$40,000 (\$10,000 if married), see the Two-Earners/Multiple Jobs Worksheet on page 2 to avoid having too little tax withheld. • If neither of the above situations applies, stop here and enter the number from line H on line 5 of Form W-4 below. }		

----- Cut here and give Form W-4 to your employer. Keep the top part for your records. -----

Form W-4 Department of the Treasury Internal Revenue Service	<h2 style="margin: 0;">Employee's Withholding Allowance Certificate</h2> <p style="margin: 0;">▶ Whether you are entitled to claim a certain number of allowances or exemption from withholding is subject to review by the IRS. Your employer may be required to send a copy of this form to the IRS.</p>	OMB No. 1545-0074 2011
1 Type or print your first name and middle initial.	Last name	2 Your social security number
Home address (number and street or rural route)		3 <input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Married, but withhold at higher Single rate. Note. If married, but legally separated, or spouse is a nonresident alien, check the "Single" box.
City or town, state, and ZIP code		4 If your last name differs from that shown on your social security card, check here. You must call 1-800-772-1213 for a replacement card. ▶ <input type="checkbox"/>
5 Total number of allowances you are claiming (from line H above or from the applicable worksheet on page 2)	6 Additional amount, if any, you want withheld from each paycheck	5 <u> </u> 6 \$ <u> </u>
7 I claim exemption from withholding for 2011, and I certify that I meet both of the following conditions for exemption. <ul style="list-style-type: none"> • Last year I had a right to a refund of all federal income tax withheld because I had no tax liability and • This year I expect a refund of all federal income tax withheld because I expect to have no tax liability. If you meet both conditions, write "Exempt" here ▶		7 <u> </u>
Under penalties of perjury, I declare that I have examined this certificate and to the best of my knowledge and belief, it is true, correct, and complete.		
Employee's signature (This form is not valid unless you sign it.) ▶		Date ▶
8 Employer's name and address (Employer: Complete lines 8 and 10 only if sending to the IRS.)	9 Office code (optional)	10 Employer identification number (EIN)

Deductions and Adjustments Worksheet

Note. Use this worksheet *only* if you plan to itemize deductions or claim certain credits or adjustments to income.

1	Enter an estimate of your 2011 itemized deductions. These include qualifying home mortgage interest, charitable contributions, state and local taxes, medical expenses in excess of 7.5% of your income, and miscellaneous deductions	1	\$ _____
2	Enter: $\left\{ \begin{array}{l} \$11,600 \text{ if married filing jointly or qualifying widow(er)} \\ \$8,500 \text{ if head of household} \\ \$5,800 \text{ if single or married filing separately} \end{array} \right\}$	2	\$ _____
3	Subtract line 2 from line 1. If zero or less, enter “-0-”	3	\$ _____
4	Enter an estimate of your 2011 adjustments to income and any additional standard deduction (see Pub. 919)	4	\$ _____
5	Add lines 3 and 4 and enter the total. (Include any amount for credits from the <i>Converting Credits to Withholding Allowances for 2011 Form W-4 Worksheet</i> in Pub. 919.)	5	\$ _____
6	Enter an estimate of your 2011 nonwage income (such as dividends or interest)	6	\$ _____
7	Subtract line 6 from line 5. If zero or less, enter “-0-”	7	\$ _____
8	Divide the amount on line 7 by \$3,700 and enter the result here. Drop any fraction	8	_____
9	Enter the number from the Personal Allowances Worksheet , line H, page 1	9	_____
10	Add lines 8 and 9 and enter the total here. If you plan to use the Two-Earners/Multiple Jobs Worksheet , also enter this total on line 1 below. Otherwise, stop here and enter this total on Form W-4, line 5, page 1	10	_____

Two-Earners/Multiple Jobs Worksheet (See *Two earners or multiple jobs* on page 1.)

Note. Use this worksheet *only* if the instructions under line H on page 1 direct you here.

1	Enter the number from line H, page 1 (or from line 10 above if you used the Deductions and Adjustments Worksheet)	1	_____
2	Find the number in Table 1 below that applies to the LOWEST paying job and enter it here. However , if you are married filing jointly and wages from the highest paying job are \$65,000 or less, do not enter more than “3”	2	_____
3	If line 1 is more than or equal to line 2, subtract line 2 from line 1. Enter the result here (if zero, enter “-0-”) and on Form W-4, line 5, page 1. Do not use the rest of this worksheet	3	_____
Note. If line 1 is less than line 2, enter “-0-” on Form W-4, line 5, page 1. Complete lines 4 through 9 below to figure the additional withholding amount necessary to avoid a year-end tax bill.			
4	Enter the number from line 2 of this worksheet	4	_____
5	Enter the number from line 1 of this worksheet	5	_____
6	Subtract line 5 from line 4	6	_____
7	Find the amount in Table 2 below that applies to the HIGHEST paying job and enter it here	7	\$ _____
8	Multiply line 7 by line 6 and enter the result here. This is the additional annual withholding needed	8	\$ _____
9	Divide line 8 by the number of pay periods remaining in 2011. For example, divide by 26 if you are paid every two weeks and you complete this form in December 2010. Enter the result here and on Form W-4, line 6, page 1. This is the additional amount to be withheld from each paycheck	9	\$ _____

Table 1

Table 2

Married Filing Jointly		All Others		Married Filing Jointly		All Others	
If wages from LOWEST paying job are—	Enter on line 2 above	If wages from LOWEST paying job are—	Enter on line 2 above	If wages from HIGHEST paying job are—	Enter on line 7 above	If wages from HIGHEST paying job are—	Enter on line 7 above
\$0 - \$5,000 -	0	\$0 - \$8,000 -	0	\$0 - \$65,000	\$560	\$0 - \$35,000	\$560
5,001 - 12,000 -	1	8,001 - 15,000 -	1	65,001 - 125,000	930	35,001 - 90,000	930
12,001 - 22,000 -	2	15,001 - 25,000 -	2	125,001 - 185,000	1,040	90,001 - 165,000	1,040
22,001 - 25,000 -	3	25,001 - 30,000 -	3	185,001 - 335,000	1,220	165,001 - 370,000	1,220
25,001 - 30,000 -	4	30,001 - 40,000 -	4	335,001 and over	1,300	370,001 and over	1,300
30,001 - 40,000 -	5	40,001 - 50,000 -	5				
40,001 - 48,000 -	6	50,001 - 65,000 -	6				
48,001 - 55,000 -	7	65,001 - 80,000 -	7				
55,001 - 65,000 -	8	80,001 - 95,000 -	8				
65,001 - 72,000 -	9	95,001 -120,000 -	9				
72,001 - 85,000 -	10	120,001 and over	10				
85,001 - 97,000 -	11						
97,001 -110,000 -	12						
110,001 -120,000 -	13						
120,001 -135,000 -	14						
135,001 and over	15						

Privacy Act and Paperwork Reduction Act Notice. We ask for the information on this form to carry out the Internal Revenue laws of the United States. Internal Revenue Code sections 3402(f)(2) and 6109 and their regulations require you to provide this information; your employer uses it to determine your federal income tax withholding. Failure to provide a properly completed form will result in your being treated as a single person who claims no withholding allowances; providing fraudulent information may subject you to penalties. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation, to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their tax laws; and to the Department of Health and Human Services for use in the National Directory of New Hires. We may also disclose this information to other countries under a tax treaty, to federal and state agencies to enforce federal nontax criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism.

You are not required to provide the information requested on a form that is subject to the Paperwork Reduction Act unless the form displays a valid OMB control number. Books or records relating to a form or its instructions must be retained as long as their contents may become material in the administration of any Internal Revenue law. Generally, tax returns and return information are confidential, as required by Code section 6103.

The average time and expenses required to complete and file this form will vary depending on individual circumstances. For estimated averages, see the instructions for your income tax return.

If you have suggestions for making this form simpler, we would be happy to hear from you. See the instructions for your income tax return.





Employee FAQ

We are excited to have you as part of our team for the 16th annual Big 94.5 Country Stampede.

Country Stampede is successful because of the spirit, dedication, and hard work of our employees. The employees are the “face” of Country Stampede, therefore we expect our employees to be enthusiastic, friendly, helpful, and professional at all times during their shifts.


Your smile and positive attitude make all the difference.


 **What exactly will I be doing?** Your manager or supervisor will supply you with a job description.


 **What should I wear?** A Country Stampede uniform t-shirt will be provided. Please wear appropriate jeans or shorts (no cutoffs).


Footwear: Closed toed shoes are required. (No Sandals) Tennis shoes are recommended for comfort throughout the day. Keep in mind you will be on your feet during your shift. All footwear should be comfortable for walking and standing for long periods of time and should be appropriate for outdoor activities and walking over rough ground.

Expect the unexpected: Kansas weather is unpredictable. It may be hot, humid, windy, cool, rainy, or muddy. To make your experience more enjoyable, we recommend bringing sunscreen, a hat, sunglasses, and/or bug spray.


 **Where should I park?** Employee parking will be located on the east side of the festival grounds. You will be provided with an employee parking pass for this area. Unauthorized use of parking privileges to include, use while not working, use for another person, and failure to follow instructions of parking personnel, may result in parking privileges being revoked.


 **What are my benefits for working?** You are working a paid position, benefits include discounted employee meals, parking, and free admittance to performances when you are not working.


 **I'm hungry! What should I do? Is Food expensive?** We have an employee food program established for the convenience of Country Stampede employees. You will be provided with a meal break depending on your shift. Employee meals are \$5.00.

 **Will there be water available?** Water will be available for on-duty employees.

 **When am I being paid?** Paychecks are issued 2-4 weeks after the event and will be mailed to the address on file.


 **When should I show up?** Employee work shifts will begin promptly at scheduled times. Employees are expected to arrive at least 30 minutes prior to their scheduled shift and will sign-in for work with their supervisor. Workers will receive their shift briefing and must be at their assigned position at the scheduled time. Work hours will be calculated beginning with the check-in time and ending with the check-out time, unless otherwise authorized by the appropriate supervisor. The Country Stampede work week is based on a start time Friday at 12:00 a.m. and end time of Thursday at 11:59 p.m. with your standard 40 hour work week. Anything over 40 hours is considered overtime and is paid at time and a half.


 **If someone is hurt, what should I do?** In case of emergency, dial 911 and notify your supervisor immediately. EMS and first aid is located in the southeast corner of the festival grounds.


 **What if I am hurt on the job?** Please notify your supervisor immediately. A workman's comp claim form must be filled out as soon as possible following the incident.

 **What time does the event start? What time do gates open?**


	Thursday	Friday	Saturday	Sunday
Parking:	Noon	8 a.m.	8 a.m.	8 a.m.
Gates:	3:00 p.m.	Noon	Noon	Noon
Event:	4:00 p.m.	1:00 p.m.	1:00 p.m.	12:30 p.m.


 **I can't work, who should I contact?** If you are unable to work, contact your supervisor, or call our office at (785)-537-9993.


 **Who does the scheduling?** The department manager or supervisor does the scheduling.


 **Can I request certain shifts? Can my friends and I work together?** Depending on availability, it is possible to request certain shifts. Please discuss this with your supervisor.

 **Are there maps? I don't know where I'm supposed to be.** Maps are available online or contact your supervisor.

 **Will I be able to hear the concert? What is the line up this year?** Employees may enter the festival to view performances prior to and following their scheduled work shift. You must show your employee wristband at the Employee Entrance Only. You may stay up to 30 minutes before reporting time and following shift. In both cases, you must be changed out of your uniform t-shirt before entering the gates...Otherwise it depends on where you are working as to whether you can hear the concert_or not.

 **What happens if I just don't show up?** Workers are required to work all shifts assigned. Workers failing to do so (without prior approval of their supervisor), or those terminated for cause, will be assessed a payroll deduction of fifteen dollars for the cost of their uniform. You will be placed on our "do not hire" list and will not be permitted to work for Country Stampede in the future.

 **What are the expected employee behaviors?** Employees shall behave in a professional and courteous manner to our patrons and their fellow employees. At no time will cursing, abusive language, drinking, smoking, or any other inappropriate behavior be tolerated.

 **What if I break the rules?** Failure to comply with the rules will be grounds for dismissal. In addition, admission privileges will be revoked for the remainder of the festival. Using an employee wristband after dismissal is considered theft, and the former employee will be prosecuted.

A successful Country Stampede employee:
-Arrives 30 minutes before shift to check in and receive their shift briefing.
-Arrives on time and works efficiently until the end of their shift.
-Does not smoke, eat, or use chewing tobacco unless on a break.
-Does not drink alcohol prior to or during their allotted shift.
-Treats guests, volunteers and other staff with respect and courtesy at all times.
-Enjoys working and spending time at the 2010 Country Stampede!

Thank you for being a part of Country Stampede this year. We hope you enjoy the festival, performances, and Country Stampede T-shirt as our appreciation for your dedication and time. We welcome any comments and suggestions; please address them to your supervisor.

For More Information

Country Stampede
Po Box 159
Manhattan, Ks 66505
800-795-8091

www.countrystampede.com