

.Artemis

GENERAL / EVENT
MANAGER

AM I
READY
FOR
WORK?

Setting the stage for the *unforgettable*

GENERAL / EVENT MANAGER

This guide will help you feel confident and ready for work. As part of the Managers & Welcome Team, you represent the business every time you're on shift, so presentation matters.

The guide below outlines what to wear, and the standards we expect, so you look smart and professional from day one.

Business wear

- Business Wear will be provided when you start work.
- You will have a choice of a trouser and skirt suits and/or dress and jacket.

When working on an event, working in a customer facing role, working on the reception desk

- The trouser and skirt suits must be worn with a white blouse or shirt and black shoes. When wearing a shirt, a tie must be worn.

Working on these days

- On an office day, conducting a showround or at an open event the suits can be paired with a smart modest blouse, open neck shirt and appropriate shoes. Trainers or sports shoes are not acceptable.
- Please steer away from brightly coloured fashion items.
- WTM managers for day-to-day 1-2-1 show rounds and office days, team members should wear smart office attire that reflects personal style and individuality. Dresses, trousers, and shirts of choice are acceptable; however, a blazer must be worn at all times when conducting a show round.

Hair

- Long hair must be tied back.
- Avoid bright, sparkly or ornate hair grips.
- No bright colours or dyes are permitted.
- Beard and moustache should be neatly trimmed and shaped.
- Day/stubble/wispy growth is not permitted.

Nails

- Clear or neutral nail polish only.
- No bright colours.
- Should be short and well-manicured.
- Overly long and false nails are not recommended.

Shoes

- Smart black leather shoes, must be polished.
- No ballet slippers (ballet slippers offer no protection against drops or spills).

Legs

- Black tights or stockings must be worn when wearing a dress or skirt.
- No jeans or leggings.
- Black or navy socks must be worn when wearing trousers.

Jewellery

- No necklaces or pendants may be worn unless of religious significance.
- Earrings should be single studs and of plain/classic design.
- No hoop earrings or earrings that dangle.
- You are permitted to wear an engagement ring and/or wedding ring only.

Piercings / Tattoos

- Nose, facial and upper ear-piercing jewellery should be removed before you commence work.
- Visible tattoos are permitted if they are not offensive – also at the discretion of your manager.

Name badge

- Your name badge constitutes a part of your uniform and should be worn by all front of house staff when in a customer facing role.
- It must be pinned to the left-hand collar of your blouse or dress or left-hand lapel of your jacket/blazer.

General appearance

- Shirts must be ironed, and free of creases.
- General hygiene is very important.
- Shower/bath daily and use a lightly perfumed deodorant.
- No overpowering or heavy fragrances.
- Hair must be clean and brushed, finger nails clean.
- Mouthwash should be used alongside your regular brushing to keep your breath fresh.
- If you smoke, please use breath mints and mouth wash. as well as washing hands on returning to the office/dining room.

Outdoor Wear

- Appropriate outdoor wear for use in cold weather is available. This will either be Artemis or individually venue branded depending on the location.

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