

.Artemis

EVENTS SERVICE TEAM /
TOWN HOUSES

AM I
READY
FOR
WORK?

Setting the stage for the *unforgettable*

EVENTS SERVICE TEAM / TOWN HOUSES

This guide will help you feel confident and ready for work. As part of the Events Service 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.

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.

Aprons, Shirts & Ties

- Aprons should be tied neatly and tightly at the back.
- Do not loop and tie at the front.
- Adjust the neck strap. Do not fold up at the front creating a pleat.
- Note that your shirt must be tucked into your skirt or trousers.
- A freshly laundered white shirt and apron will be provided.
- A clean neck-tie will be provided, this must be worn correctly with the top shirt button done-up.

Trousers / Skirts

- Black trousers with black leather belt.
- No jeans or leggings.
- Black skirt.
- Trousers should not be flared or overly long and should finish at or below the ankle with no embellishments or decorations.

Legs

- Black tights or stockings must be worn when wearing a skirt.
- Black socks must be worn when wearing trousers.

Shoes

- Smart black leather shoes, must be polished.
- No ballet slippers (ballet slippers offer no protection against drops or spills). Trainers or sports shoes are not permitted.

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.

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, particular care should be taken over lingering smoke smells.

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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**FEMALE
UNIFORM**



**MALE
UNIFORM**

