

Gains Entertainment & Multimedia

Promotional Marketing & Content Creation



GEM Staff Packet



Contact Info:

Gains Entertainment & Multimedia

Hours of Operation:

**Monday - Saturday
9:00AM - 6:00PM EST**

**Sunday
CLOSED**

**Instagram:
@gemexpressed**

**Email:
gemexpressed@gmail.com**



Welcome to the Gains Entertainment & 'Multimedia Team!

Congratulations and thank you for joining us as a Staff Member for our upcoming Promotional Marketing & Content Creation Event. Your role is essential to the success of this production, and we are excited to have you on board.

At Gains Entertainment & Multimedia, collaboration, professionalism, and leadership are at the core of everything we do.

This event brings together creatives, brands, and industry professionals, and our staff plays a vital role in ensuring smooth operations, positive experiences, and high-quality production outcomes. We encourage you to connect, network, and represent the G.E.M brand with confidence and integrity.

Staff Responsibilities & Expectations

Staff members are expected to maintain professionalism, communicate clearly, and work collaboratively with team members, performers, and guests. Responsibilities may include assisting with event setup, on-site coordination, guest support, and breakdown while following instructions, managing time efficiently, remaining adaptable in fast-paced environments, and handling confidential information responsibly.

Arrival Instructions:

All staff members must arrive on time or early, fully prepared for their assigned roles, and dressed according to staff or role-specific guidelines. Upon arrival, check in with the Staff Coordinator or Production Manager. If you anticipate being late or unable to attend, notify the G.E.M team immediately with your estimated arrival time.



Participation & Check-In Requirement

Participation and timely check-ins are mandatory for all members to meet production participation requirements. Check-ins are used to track attendance and are required for all virtual meetings, in-person rehearsals, and scheduled production activities. Members must complete their check-in on the day of the activity or up to 72 hours in advance. If a member is unable to attend a required meeting or activity, they must still complete the check-in and provide details regarding their absence.

All participants are responsible for reviewing the Master Schedule and ensuring they are aware of when attendance is required. Failure to attend required meetings or complete check-ins may result in removal from the production.

Staff Dress Code

Unless otherwise specified, staff should wear clean, neutral-colored attire (black preferred), closed-toe shoes for safety, and minimal logos or distractions. Hair and grooming should be neat and professional. Role-specific attire will be communicated in advance if required.

Important Staff Information

Staff members will assist in creating G.E.M. Portfolios for participants at Gains Entertainment & Multimedia's Promotional Marketing & Content Creation Event. These portfolios include professional content to support participant branding, self-promotion, and career growth. Staff should understand the event's purpose, exposing participants to current content creation and marketing strategies while encouraging networking. Staff may also help collect and organize required materials. Participants must submit their company logo and website (if applicable) to gemexpressed@gmail.com if not already submitted.



Unable to Attend/ Termination

To terminate this agreement, the terminating party must submit a written notice addressed to the Campaign Executive Producer and copy the GEM team via email, clearly referencing the agreement title and date. Notices should be sent through official channels, such as email or formal correspondence. In the interest of professional courtesy, timely communication ensures an orderly and respectful conclusion, and a minimum of three (3) weeks' written notice prior to the production date is required.

G.E.M Connect Program

Staff members are encouraged to participate in the G.E.M Connect Program, which provides access to professional networking and future opportunities within the G.E.M ecosystem. Through G.E.M Connect, staff may receive priority consideration for upcoming G.E.M events, invitations to castings, productions, photoshoots, and fashion shows, as well as opportunities to grow within production, management, and creative roles. Professional conduct and strong performance during this event may lead to continued collaboration with Gains Entertainment & Multimedia

All purchases are final and non-refundable.

If your situation qualifies as an extenuating circumstance, you may submit a Credit Request for review. This formal request must include any relevant details or documentation to support your case. Contact our team immediately if this applies.

Thank you again, and we look forward to working with you!



MODEL REVIEW PERIOD

Models will have 2 days after portfolios are shared to review and remove any footage they don't approve for public use. After this window, all team members may use the content for promotional purposes.

POSTING GUIDELINES

Models may begin posting once they receive and approve their portfolios.

If a model shares any content before officially communicating their approved status, our team will assume they have reviewed and approved their portfolio for public use.

Team members may begin posting footage of models who have either approved their portfolios or have already initiated posting, both of which are considered automatic approval prior to the group release date. ONLY release footage for models who have approved their content.

 **Estimated Portfolio Release:** Tuesday July 7th, 2026 - Tuesday July 15th, 2026

 **Review Window:** Tuesday July 15th, 2026 - Thursday July 17th, 2025

 **Public Posting Begins:** Friday July 18th, 2026

This counts as automatic approval for all folders, and all team members can initiate posting accordingly.

Let's stay professional, organized, and respectful of everyone's creative contributions.



