Private Event Protocol
Please follow this protocol exactly to ensure smooth private event experiences for both yourself and the client.

What are Private Events, anyways?

Events are the secondary form of work you'll be able to take, alongside festivals. Clients hire us to draw their guests for events like birthday parties, corporate events, and holiday parties. At these events, we charge the host hourly and draw the guests for free!

Please Note:

- **Events are always optional** - you can choose which ones you want to sign up for in your artist portal! (*See: How do I sign up for Private Events? below*) For some select Events, we may reach out to you directly.
- **You must sign up for at least one event per month** to hold onto a Toon Goons Equipment Kit at your place of residence
- Pick up and drop off your Toon Goons Equipment Kit at our storage unit If you cannot sign up for one event per month
- At events, you'll be getting paid a flat rate of $75 CAD per hour, with all events being at least two hours long.
- We'll provide you with all the equipment (easel setup, paper) and you'll be responsible for bringing it to the event and setting up.
- Having **a car isn't required to work at events.** They'll always be accessible by public transit.
- Some of the events will be with one of us, and some may be solo.
- For the Dress Code please wear a Black dress shirt, Black trousers, and Black socks and dress shoes.
- Arrive 15 minutes before the event start time to give time to set up and be ready to draw at the event start time. If you think you will need more time to locate the address and set up, please arrive earlier. **If this is your first event we recommend arriving earlier!**
- You'll be drawing Black & White and Traditional unless stated otherwise!

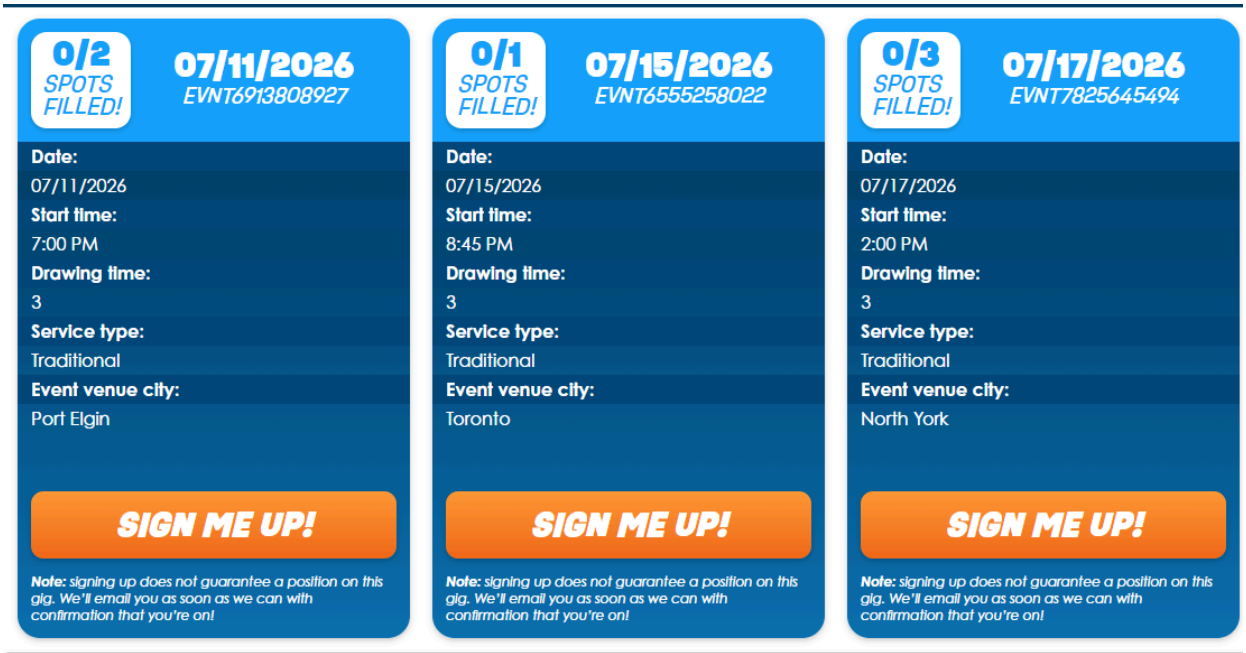
How do I sign up for Private Events?

Since texting you all about gig opportunities has become tedious when dealing with high volumes of event bookings, we've changed how you can record your availability for upcoming private events.

Log in to your artist portal to see the following upcoming gigs list. **Click 'sign me up' to add yourself to the waitlist** for the gig! We'll assign artists based on a variety of factors including seniority and proximity, and we'll send confirmation via email once you are on the gig.

Emails will also be sent out to everyone with gig opportunities as they arise. Recap: View upcoming events via emails and your artist portal, and use your artist portal to sign up for em'!

Please note that **waitlisting yourself for an event does not guarantee your position** at the gig. We'll do our best to assign those who waitlist themselves asap, and we'll let you know when you're confirmed!



Confirmation Emails:

As discussed in the last section we'll send confirmation via email once you are on a gig. To avoid these important emails getting lost in the spam folder, add bookings@toongoonsart.com to your contacts list. When you have a chance please do so. You can follow the instructions below:

If you use Gmail (Phone App)
1. Open the Gmail app on your phone.
2. Open an email from bookings@toongoons.ca.
3. Tap on the circular profile icon next to our name at the top.
4. Tap the little person icon with a plus sign (+) in the top right corner to save us.

Self Supply Form

All artists are responsible for refilling their supplies. If you have a Toon Goons Equipment Kit at your place of residence ensure you have markers, sleeves and paper ready to go for your events.

Please refill your supplies before running low by using the form in the artist portal. We will make sure to reimburse you through E-transfer on a Bi-weekly schedule.

Line Cutoffs at the Event:

Cutting off lines is the responsibility of the artist, **not the client.** This means that if there is a long line that you anticipate not being able to complete, it is your responsibility to cut the line off to be finished drawing **at the event's scheduled end time.**

How to cut off the line:

- Approach the line, and speak to them as a whole. Make sure that everyone hears you.
- When speaking, say something like this: "We will be wrapping up in 30 minutes from now. I'm going to draw as many people as I can, but I can't promise that I will get to all of you."

- Do not go to someone in the line and say, “You are the last person being drawn today.” Why? Because you may end up taking more or less time on some of the sketches, and be either overtime, or be finished early. **Your job is to draw until your final timer goes off, finish that sketch, and leave.**

When to give line cutoff updates:
We suggest that you give two line cutoff updates:
- One 30 minutes from end time.
- One 15 minutes from end time.

This gives those waiting in time a good idea if they will get a sketch or not, without making promises to anyone in line, and allowing you to leave at close.

IMPORTANT: *We will not compensate you for drawing time after the scheduled end time. It is your responsibility to leave after your timer goes off. Exception if the host agrees to pay for OVERTIME, see below:*

Overtime at the Event:

Working past the scheduled end time is entirely **at your discretion.** If you need or want to leave as scheduled, simply let the client know politely that you have other commitments.

If you choose to stay, **you must confirm with the client beforehand that overtime is billed at 1.5x the invoice rate.** Once agreed upon, **you will be paid 1.5x your hourly rate for any extra time worked.**

Upon completion of the event let management know about the time extension and how long you ended up staying.

Important: *You will not be paid for overtime unless you get verbal approval from the client regarding the 1.5x rate before you keep drawing. Unapproved extra time will not be compensated.*

Gig expectations for artists
Please reference these instructions for proper gig etiquette:

- Arrive 15 minutes before start time (30 minutes before if setting up the digital caricature setup)
- Be ready to draw at the scheduled start time.
- Around fifteen minutes before the end of the event, let anyone waiting for a sketch know your cutoff time so you can be done right at that time.
- Feel free to take short breaks throughout the duration of the event to use the bathroom and get water.
- When not drawing, stand in front of your chair. Feel free to invite people to sit down for a free caricature if they pass within earshot.
- Try to accommodate any requests that a guest may have in regards to a drawing.

Not allowed at events:

- Using a phone for anything not related to the event. (Exceptions: reference images for drawing, emergencies, etc)
- Doodling or not looking ready to draw anyone who is interested in a sketch
- Extended breaks or time away from the easel