

# Event Staffing Services Overview

408 Almaden Boulevard, San Jose, CA. 95110 | [www.sanjose.org](http://www.sanjose.org)

Contact information  
and pricing

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## About Event Staffing Services

Many professional corporations and show management companies have come to depend on us not only to meet, but to surpass their staffing requirements for conventions, tradeshow and conferences in the South Bay and Silicon Valley. You can rest assured knowing that our standard of quality in business is top notch.

TSJ Staffing carefully listens to what you, the client, desire and visualize for your event, taking note of the details that matter to you. We create a customized strategic plan of action that addresses your particular needs. Once we define your needs, our onsite personnel partners with you to implement the plan and deliver an exceptional meeting or event. A wide array of comprehensive assistance for your attendees, exhibitors, speakers and show management is provided:

### Information, Exhibit Booth and Staff Office Personnel

- Outgoing and energetic exhibitor booth assistants
- Knowledgeable and resourceful city information concierge
- Lead retrieval
- Experienced show and/or exhibits office administrative assistants

### Registration Personnel

- Bag stuffing and material prep
- Proficiency with a variety of registration systems
- Typists capable of 40+ wpm
- Information desk
- Bonded cashiers

### Conference and Session Personnel

- Detail-oriented room monitors
- Badge checkers
- Speaker and press ready room attendants

### ABOUT OUR STAFF

- Staff are permanent, year-round employees of Team San Jose
- 90% of our staff are college educated, computer savvy and experienced with most registration systems
- Nearly 100% have prior customer service experience
- All are knowledgeable about local cities, hotels, restaurants and services to provide a “one-stop ambassador service” to attendees
- Staff available for assignments in hotels, offices and unique meeting venues/locations
- Uniformly dressed, our staff provides a professional appearance at all times
- Our employees are bonded to handle payment transactions
- A Staff Supervisor or Manager is on site each day to help manage the entire staffing process and logistics, allowing you the ability to concentrate on other important aspects of the meeting
- Our Management Team is always client and employee satisfaction-oriented and serve as your one-stop for all staffing related logistics

### CONTACT

To discuss how TSJ Staffing can benefit your meeting or event, contact Karla Gutierrez, Housing Sales & Services Manager at [kgutierrez@sanjose.org](mailto:kgutierrez@sanjose.org) or 408-792-4192. Additionally, you may submit the Event Staff Request Form to receive an estimate/proposal.