

# Visitor Info & Registration Specialists (VIRS)

## Our VIRS Are...

### Certified Tourism Ambassadors™

- Nationally accredited training.

### Fast Typists

- Tested annually for a minimum 30WPM speed.

### Vetted

- Passed criminal background checks.

### Columbus Experts

- Know the best dining, shopping, and attractions.

## VIRS Services

### Data Entry / Badge Typist

Our VIRS are so fast your lines will be shorter and your work done quicker. They are required to meet or exceed a minimum typing skill of forty words per minute at ninety-five percent accuracy.

### Room Monitor

VIRS can administer your conference rooms; picking up surveys, handing out materials, respecting schedules, and acting as assistants to presenters.

### Badge Checker

Our VIRS can create a welcoming experience for your attendees while still ensuring only the right people get in. The VIRS enhance the security experience with guests, but do not replace event security.

### Booth Host Assistance

VIRS can help staff booths at conventions by handling the back-of-house work so that salespeople can spend their time selling.

### Bag Stuffer

VIRS can free your staff to concentrate on the attendees.

### Event Information Desk

VIRS can create a great experience for your attendees by reducing their uncertainty. VIRS will help them find exhibitors, conference halls, and other event information.

### City Information Desk

All VIRS are Certified Tourism Ambassadors™; they know how to interact with visitors and how to guide them to create the best conference and city experience possible.

### Cashier

Our VIRS can act as cashiers for an event or booth. Please note that they are not bonded.



# Visitor Info & Registration Specialists (VIRS)

## Hourly Rates

	Weekday	Weekend
VIRS	\$13.00	\$15.00

VIRS are paid for a minimum of four hours; they are paid from the time they report for duty until the end of the scheduled workday, including briefings, lunches and breaks. All organizations are invoiced following the completion of service. Payment can be provided via company check or a major credit card.

## Scheduling Procedure

In order to ensure adequate staff, please submit your personnel schedule to us at least thirty days before your convention/event.

### Opening Day

To maintain a high quality of service to your attendees please be prepared to review your registration procedures with the VIRS or VIRS Team Leader before their shift; on opening day it is strongly suggested that you schedule all personnel thirty minutes early so they can become familiar with your procedures.

### Required Breaks

Hours Worked	15-Minute Break Required	30-Minute Break Required
0-4 Hours	One	No
4-6 Hours	One	Yes
6-8+ Hours	Two	Yes

### Cancellations

Cancellations must take place at least three working days prior to the scheduled event, or the client will be charged a four-hour minimum charge per scheduled employee.

## Contact

To arrange for VIRS at your event/convention contact your Experience Columbus Services Manager.

### VIRS Program Manager:

#### Alexis Perrone

Senior Visitor Services Manager

Experience Columbus

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