

Event Availability/Preference – December 2015 – Ushering/Medical

Name _____ Employee # _____ Daytime Phone: _____

Please go online <http://formsmarts.com/form/1016> to submit your Ushering November AP Form. You may also access this online AP Form by going to the Ushering Employee Access Page at <http://www.sapcenteratsanjose.com/EmployeeAccess>. After submitting the AP Form, you will have the option to record your reference number. You can also click on the Adobe Acrobat icon to save your AP Form input as a PDF file. You may still submit your AP Form manually by filling out the form below.

Please return by November 17 via fax, mail or in person (if your form is not received by this date, you may not be scheduled). Please choose one of the following availability codes for each of the listed events and write it in the box to the left of the date (do not leave any spaces blank - if left blank, you may be scheduled to work the event):

Codes: 1 - Available/prefer to work 2 - Available to work 3 - Available/prefer not to work 4 - Absolutely cannot work (explanation required)
There are two report times for all events as indicated. Please indicate your preference by either an E (indicating the earlier start) or L (indicating the later start). For example: if you are 1 (available/prefer to work) for the earlier report time, indicate by 1E. If you are 3 (available/prefer not to work) for the earlier report time, indicate by 3E. If you are 1 (available/prefer to work) for the later report time, indicate by 1L. If you are 3 (available/prefer not to work) for the later report time, indicate by 3L.

In order to meet the 2/3 requirements, you must be available for 11 of the 16 events, 6 of the 9 weekend events. If you cannot report at the listed call time for the priority events, please put a 4 down and list the time that you can report. Day events on weekdays are exempt from the 2/3 availability requirement, unless it is a priority event, and are shown with an * by the date. Tentative events are shown as **T** and Priority events are shown as **P**. If you do not meet 2/3rds, you may not be scheduled to work. If you put a 4 and would like to still work the event, place the time you can report in the “explanation” column. **REMINDER:** Day events on a Friday are not considered weekend events and are not counted towards the weekend 2/3rds requirement unless they extend past 5pm.

Send your Event Availability/Preference form to SAP Center at San Jose-Attention GSA, 525 W. Santa Clara Street, San Jose CA 95113 or fax to (408) 999-5797. Ushering AP Forms can also be emailed to gsa@sapcenteratsanjose.com. Your confirmed work schedule will be mailed to you. Please keep in mind that your availability/preference does not guarantee you a shift or exact report time. You are expected to report to work for the events listed on the date and report time indicated on your confirmed work schedule. If you have any questions or do not receive your schedule, please call (408) 977-4716. Thank You!

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Code	Date	Day	Report Time	Event (Start Time and Forecast Event End)	Uniform	Parking Lot	Explanation
	12/01/2015	Tue	6:00pm/6:30pm	Sharks vs. Pittsburgh (7:30pm – 10:00pm)	Blazer	Delmas/Adobe East	
	12/02/2015	Wed	5:45pm/6:15pm	Triple Ho Show (7:00pm – 10:30pm)	Blazer	Delmas/Adobe East	
	12/03/2015	Thu	6:15pm/6:45pm	Tran-Siberian Orchestra (7:30pm – 10:30pm)	Blazer	Lot C	
	12/04/2015	Fri	6:30pm/7:00pm	Barracuda vs. Stockton (7:30pm-10:00pm)	Blazer	Lot C	
	12/05/2015	Sat	12:30pm	Barracuda vs. Bakersfield (1:30pm – 4:00pm)	Blazer	Delmas/Adobe East	
	12/05/2015	Sat	6:00pm/6:30pm	Sharks vs. Tampa (7:30pm - 10:00pm)	Blazer	Delmas/Adobe East	
	12/06/2015	Sun	6:15pm/6:45pm	The Weeknd (7:30pm – 11:00pm)	Blazer	Delmas/Adobe East	
	12/12/2015	Sat	12:30pm	Barracuda vs. San Diego (1:30pm – 4:00pm)	Blazer	Delmas/Adobe East	
	12/12/2015	Sat	6:00pm/6:30pm	Sharks vs. Minnesota (7:30pm - 10:00pm)	Blazer	Delmas/Adobe East	
	12/13/2015	Sun	5:45pm/6:15pm	Alejandro Fernandez (7:00pm-10:00pm)	Blazer	Delmas/Adobe East	
	12/20/2015	Sun	2:00pm	Barracuda vs. Stockton (3:00pm – 5:30pm)	Blazer	Lot C	
	12/27/2015	Sun	4:00pm	Barracuda vs. Stockton (5:00pm – 7:30pm)	Blazer	Lot C	
	12/28/2015	Mon	12:15pm	Barracuda vs. Charlotte (1:15pm – 3:45pm)	Blazer	Delmas/Adobe East	
	12/28/2015	Mon	6:00pm/6:30pm	Sharks vs. Colorado (7:30pm - 10:00pm)	Blazer	Delmas/Adobe East	
	12/30/2015	Thu	12:15pm	Barracuda vs. Charlotte (1:15pm – 3:45pm)	Blazer	Delmas/Adobe East	
	12/30/2015	Thu	6:00pm/6:30pm	Sharks vs. Philadelphia (7:30pm - 10:00pm)	Blazer	Delmas/Adobe East	

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