

# Paperwork

[Here](#) is a draft of the email we send to new hired part-time hosts in Minnesota. The only things we change when the site is not in Minnesota is the piece about the Minnesota state W4.

Action Items this email instructs them to complete:

- Read through hosting guides on Staff Kiosk
- Create a bio and photo and email to Mary Kate
- Complete state W4 and Employment Notification form
- Look for an email inviting them to Gusto (has come from Chuck) and when they receive it set up an account, complete federal tax forms and sign up for direct deposit.
- Fill out Vaccination Verification Form
- Join Slack (if they never have before) and join the Trivia Mafia Host Slack group
- Set up a profile on the Trivia Mafia app site if they don't already have a player account
- Submit the check-list to ensure we have a one-stop shop to see they've done everything

[Here](#) is a draft of the email we send to new hired contracted hosts. Mostly these folks are brought on for Private Events.

Action Items this email instructs them to complete:

- Read through hosting guides on Staff Kiosk
- Reminds them to fill in the W9 that they get emailed about separately
- Read through information about hosting on the app

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Revision #2

Created 31 October 2024 19:52:42 by Brenna Proczko

Updated 9 December 2024 15:35:57 by Mary Kate Derrick