



Subject: Home Venue Assignment Acknowledgment

Dear PDS,

I, _____, confirm and acknowledge the following:

As part of **PDS's operational structure**, vendors are assigned to specific venues based on staffing needs, availability, and operational planning.

My home venue has been assigned by management and is reflected below. This venue will serve as my primary location for scheduling, event assignments, and operational coordination.

Establishing a home venue allows PDS to maintain consistency, improve team coordination, and ensure proper staffing coverage for events.

I acknowledge and agree to the following:

- I understand that **my home venue has been assigned by management.**
- I understand that **most of my event assignments will be scheduled at this venue.**
- I agree to follow the **operational guidelines and scheduling procedures** associated with this venue.
- **Any request to work at other venues will be subject to management approval.**
- I understand that **venue assignments may be adjusted by management as operational needs require.**

Sincerely,

Print Name

jv test

Employee Signature

A handwritten signature in black ink, appearing to be "S" followed by a long, sweeping horizontal stroke.

Date

March 19, 2026
