

Billy Geltmaker

From: Billy Geltmaker
Sent: Thursday, September 04, 2014 11:31 AM
To: brandywine@alianceent.com; xscapeRVH@gmail.com
Cc: 'S. Bagwell'
Subject: SOP - Management Email Accounts
Attachments: SOP - Management Email Agreement.pdf; Xscape Managers Binder Table of Contents.pdf

SOP – Going forward all current and future management will read and sign the attached Manager Email Account agreement in regards to the use and operation of Xscape Theatre and Aliance Management Co. manager email accounts. This form once signed will be placed in each managers employee file so it can be referred to when needed. This signed form is to insure accountability for the use of this company owned email account and its proper use as well as keeping the company updated on new management and password changes. This sheet should be read and signed on or before the day the managers email account is available to them and no later.

Attached is the agreement for management to sign and also the New Table of Contents for your binders. A master copy of the agreement will be the last page of section 1 in the HR section and this email will be printed out and be the last page in section 3 training sheets.

Thank You,

William Geltmaker

Operations Manager

Aliance Management Company

825 Northgate Blvd. Suite 203

New Albany, IN 47150

Office: 812-945-4006

Fax: 812-945-4076

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