

All,

We've had a few requests in the past about offering a screening of a film for Xscape employees and we wanted to take this opportunity to emphasize that these are only allowed if approved by OPS. At no time should there be Xscape employees watching films that aren't scheduled during our daily operating hours without prior approval from the Operations Team. Once your request is approved you will be given the guidelines of the screening.

Per HR, Legal, and OPS there should never be any Xscape floor staff employee screenings after we close our box office at night.

Occasionally if you are experiencing projection issues you may have to stay late and run test screenings or "Quality Control" screenings, but this should only be done by a limited number of Xscape management and preferably with the GM present, as you should be concerned with exhibiting the best presentation possible for our guests.

Cordially,

Scott Bagwell

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