



# EMAIL TO ALL CONFIRMED INTERNS

Good day, Spring & Summer Interns! (People still say, "Good Day", right?)

I hope this message finds you well. I wanted to follow-up with you and let you know how to prepare yourself for the first day of your Internship with The JDK Group, Linwood Estate, or The Bond. How exciting is this? Pretty exciting.

**Graphic Design & Marketing Interns:** Your start time for your first day will begin at 11:00 AM, this ensures we're here to greet you, introduce you, and set you up for your first day with us. This also ensures that we've had the appropriate caffeine intake to operate on a superhuman level, as is characteristic of our team.

**Event coordinating interns,** I'll be sending all your info to our Event Team members so they can work with you on scheduling an appropriate time for your first day. As of right now, your default start time will be 10 a.m.

After a short orientation, you'll be meeting the teams you're working with. Please bring your personal calendars, as this will be a time for you to finalize your schedule with your respective team through your 3 months with The JDK Group!

Please dress business casual. Camo is not acceptable. We need to be able to see our interns in order to interact with them. Camo may be worn when we run you through our physical challenge obstacle course, behind the warehouse, on your first day.

Don't worry, I'm just kidding about that last one. You can wear whatever you'd like for the physical challenge obstacle course. Okay, okay, I'm kidding again. We don't have an obstacle course.. yet.

Bring snacks! Lunch will likely be served, but in case it's not (and if you get hungry through the day) you'll want something to snack on throughout. Renaissance Faire-caliber turkey legs, cotton candy, maybe a Pez dispenser that holds some kind of sentimental value to you. It's totally up to you. We won't judge, we promise.

You'll need your own computer/laptop, as you'll be working on this throughout your internship. No, we don't get fooled by Etch-a-Sketches. You will be exposed if you bring one of those in. We're smart, okay?

Graphic Design & Marketing Interns: Keep an eye out for an email from Asana. This is how we manage our projects and assignments in the Marketing Department. Please familiarize yourself with the system and you'll start to see assignments pop up assigned to you after you go through orientation on your first day.

It would also be beneficial to you to be familiar with the Google Suite, and WordPress web platform before your first day. Nobody likes a cold dip in an above-ground pool, it's always better when the sun hits it for a little bit. Sorry, we get a little poetic here sometimes about above-ground pools. There's a metaphor in there somewhere about familiarizing yourself with the G Suite and WordPress.

## **EVENT-WORKING REQUIREMENT DIRECTIONS**

A lot of you have already signed up for your event-working orientations, but we'll need you to go through our employment system, as the event-working requirement will basically act as a part-time job.

Please apply for one of our Event Server positions on Workpop (you'll most likely have to create an account): <https://www.workpop.com/jobs/2bBLiFRmXdk8xow6z>

Pam and I will be on the lookout for your e-mail addresses, then we can send you all of the electronic forms to fill out awhile so you don't have to worry about filling them out when you get here. Lovely.

There is a catch, however. The I-9 form must be filled out, in person, with Pam. You'll need to bring your Driver's License and a second official form of identification (Social Security Card preferred) with you on your first day (either interning or event-working) so we can get that filled out.

A finger-painted self-portrait that you made when you were 7 doesn't count. I know- we are so strict!

## **THE LIST**

- **A knowledge of your personal calendar so we can work out your JDK schedule**
- **Snacks. We usually have healthy lunches, but in case we don't.**
- **Your own laptop.**
- **Driver's license and Social Security Card (or another form of official alternate identification).**
- **A Grizzly Bear pelt, signed by LeBron James or whoever is the hardest-to-reach person in the world at the time. We are lenient with this one.**

Please bring any internship paperwork that you may need filled out or shoot me an email if you have any further questions! We look forward to bringing you a board! I mean, we look forward to bringing you aboard! That's the one.