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Art Me Party, LLC

Art Me Party, LLC Handbook

Updated 2025

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Art Me Party, LLC (hereinafter referred to as ("Your Company" or "the Company")) [Artist Handbook](#) establishes policies, procedures, benefits, and working conditions that will be followed by all Artists and employees as a condition of their contraction and employment at the Company.

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Introduction and Purpose of the Handbook

The Standards of Conduct describe the **expected actions** and behaviors of employees while conducting Company business. Policies and procedures outlined in this handbook will be applied at the discretion of Art Me Party, LLC, and reserves the right to deviate from the policies, procedures, benefits, and working conditions described in this handbook. Furthermore, the Company reserves the right to withdraw or change the policies, procedures, benefits, and working conditions described in this handbook at any time, for any reason, and without prior notice.

The Company will make every effort to notify all artists and employees when an official change in policy or procedure has been made but employees are responsible for their own up-to-date knowledge about Company policies, procedures, benefits, and working conditions. No provision in this **employee handbook** and expected Standards of Conduct can be waived without written permission from the Company's President, or designee. Such a waiver, if granted, applies only to the employee for whom the waiver was granted at the time of the waiver.

Art Me Party, LLC strives to provide a friendly environment in which goal-oriented individuals thrive as they achieve ever more demanding challenges. Art Me's commitment to serving customers and to providing quality products and services at competitive prices is unwavering. These policies, procedures and working conditions provide a work environment in which both customer interests and artist interests are served. Art Me Party, LLC values the talents and abilities of our artists and seeks to foster an open, cooperative, and dynamic environment in which artists and the Company alike can thrive. The Company provides an **Open Door Policy** in which employees and artists are encouraged to take problems to the next level of management if they are unable to resolve a situation with their direct supervisor.

Art Me Party, LLC is an **equal opportunity employer**. Religion, age, gender, national origin, sexual orientation, race, or color does not affect hiring, **promotion**, development opportunities, pay, or benefits. Art Me provides for fair treatment of employees based on merit. The company complies with all applicable Federal, state, and **local labor laws**. Your agreement to work for Art Me Party, LLC is on an **"at will" basis**, which means that either you, the employee or Art Me Party, may terminate the employment relationship at any time, for any reason, with or without cause.

Please review the policies, procedures, working conditions, and benefits described in this handbook. You will be asked to affirm that you have read, understand, agree to abide by, and acknowledge your receipt of this **artist handbook** and all Standards of Conduct.

Regards,

Company President

Kirstene D. Adkins

Art Me Party, LLC

Company Mission

The mission of Art Me Party, LLC is to provide high quality and affordable, family friendly, art entertainment and to bring an artistic outlet for students and young adults to expand their creative skills.

Welcome Message From the President/CEO

Company History

Hello! My name is Kirstene, the Owner of Art Me Party, LLC, and I would love to tell you more about my company.

ART ME started full time 14 years ago in Ottawa, OH. We personally hand-pick all our artists, and hire & contract young adults and students all across Northwest Ohio, which is an amazing opportunity for young individuals to work with their busy school and social schedules. Besides being an artist, I am also a wife & mother of two. Professionally I am a Face Paint Artist by trade & also create custom fine art pieces and illustrations. I am also working on starting my career as a Children's Book Author & Illustrator .

I have been a Professional Artist for the past 17 years with many years of experience in the face painting industry working for the prestigious *Kaman's Art Shoppes, Inc.* as one of their top Professional Lead Face Paint Artists.

My interest in the "*Princess Party*" area of my business came from several years of musical theater, vocal training, and influences and interest in the performing arts. Being able to bring a little joy to my clients is far beyond my wildest dreams, and I am so blessed to be able to show my love of these amazing characters to each and every little one I meet!

From my family to yours we THANK YOU so much for choosing to work with us! Without YOU none of this would ever have been possible!

I look forward to what the future holds for ART ME PARTY, LLC!

Artistically Yours,

Professional Artist
Mrs. Kirstene D. Adkins
Owner & Managing Director
Art Me Party, LLC

Company Vision

Art Me Party, LLC continues to specialize in celebrating the arts with showcasing our art entertainment services. We contract new and experienced artists throughout Ohio, Indiana, and Michigan, with the hopes of growing throughout the Midwest, as well as expanding into other avenues to create an even broader platform for our clients and party guests.

Company Values

Art Me Party, LLC consists of 5 Core Values:

- **Fun-Loving**
- **Creative**
- **Artistic**
- **Professional**
- **Unique**

Company Overall Goals

Art Me Party, LLC's short term goals are to increase our market area study to cover the full 30 mile range, and bring on management to continue expanding and building the business inside the Northwest Ohio area. The long term goal is to Ohio expand to a studio facility for storage and private rentals, continue market study range in the 50 mile range, and eventually continue growth to the Central areas of Ohio. The objective is to find the correct space or to build within the Ottawa, OH area and set the management team up for success before continuing expansion.

Artist Perks

All Artist perks and discounts must be pre-approved before being applied.

1. *Free use of supplies for practice and volunteer use for approved events.*
2. *Booking Discounts:*
 - ✧ *Personal Use - 60%*
 - ✧ *Friends & Family - 30%*
3. *Movie Tickets reimbursement for New Character research.*
4. *Music/Entertainment discounts & reimbursement for research & event usage (when approved).*
5. *Professional Head Shots (upon request) & access to event photos for social and professional media.*
6. *1 Free Art Me Shirt for Sales/Attendant Events*
7. *Reference & Access to Workshops to develop artistic skills.*
8. *Awards for Yearly Fully Contracted Status Accomplishments*
 - ✧ *1-4 Year Pins*
 - ✧ *5 Year Award Plaque*

- ✧ *6 Year Embroidered Apron/Travel Bag & Pin*
- ✧ *7-9 Year Pins*
- ✧ *10 Year Embroidered Jacket & Plaque*
- ✧ *11-14 Year Pins*
- ✧ *15 Year Embroidered or Embossed Item
(Any not previously received)*

9. Artists development skills in the following categories:

- ✧ *Public speaking*
- ✧ *Team building/Teamwork*
- ✧ *Social Skills*
- ✧ *Fine Arts: Drawing & Painting*
- ✧ *Performing Arts: Musicality, Vocal development, & Improvisation*
- ✧ *Self Confidence*
- ✧ *Responsibility*

10. Meeting colleagues of similar interests and likes.

11. Gain new friendships & professional relationships to last a lifetime!

Levels & Positions of Art Me Party, LLC

Level 1: Artist Positions:

Interim Artist (IA)

- New Starting Contracted Position with Art Me Party. Attends Workshops to become familiar with company services.
- In Person workshops - paid starting at \$10.70 per hour. Travel may be included.
- Report to Assistant Manager & Leads.

Contracted Artist (CA):

- Confirmation to accept paid events.
- Starting at \$20 per hour.
- Report to Assistant Manager.

If no experience in the industry prior to working with ARM. After 1 year, the Contractor may discuss purchasing and providing their own supplies.

- This may entitle the contractor with a higher percentage of contracted event rates. Please contact to discuss more individually.

Lead Artist & Performers:

- At least 2 years of experience. In charge of conducting workshops, creating tutorials, new designs, and ideas to improve their specific Lead service.
- Starting at \$12 per hour.
- Report to Assistant Manager.

Level 2 Assistant positions:

Character Assistant:

- Guest interaction & organization, costume fixes, median between clients & guests to performer(s).
- Starting at \$10.70 per hour.
- Report to Assistant Manager.

Artist Assistant:

- Line organization, change water, organization & cleanliness
- Starting \$10.70 per hour.
- Report to Assistant Manager.

Office Assistant:

- Fine Artists or Costuming - Inventory, repair, etc
- Secretary - Imputing data

- Custodial work for company improvements
- Starting at \$10.70 per hour.
- Report to Assistant Manager.

Marketing Assistant:

- Conducting marketing tactics in specific 30 mile radius of Assistant's base area.
- Starting at \$10.70 per hour.
- Report to Marketing Manager.

Social Media & Digital Specialist:

- Keep all main platforms, or selected platform, up to date and active.
- Maintain website by keeping the site well organized, easy to read, and professional.
- Starting at \$10.70 per hour.
- Report to Marketing Manager.

Level 3: Management Positions:

(- Still discussing payment structure and employment statuses of these positions.)

Assistant Manager:

- In charge of All Leads. Over seeing Workshops & smooth transition of IA to CA.
- Making sure all CAs are at each scheduled event.
- Maintaining overall organization & morale of CAs.
- Relays to District Manager.

Marketing Manager:

- In charge of all Marketing attributes. Tactical analysis of different areas and help Marketing Assistant to connect fully with the clients in their areas.
- Help train all Marketing Assistants.
- Relays to District Manager.

Scheduling Manager:

- In charge of organizing all incoming events and parties.
- Relays to District Manager.

Level 4: District Manager:

- In charge of over seeing all positions in their district.
- Relays to Managing Director.

Level 5: Managing Director:

- Over sees all Districts to ensure proper performance.

Level 6: CEO/Owner:

Owner of the company. Valid input in all major decisions of the company as a whole.



Artist & Workplace Policies & Agreements

Welcome to Art Me Party, LLC! By agreeing and entering into our contract, you agree to become a Contracted Artist of **Art Me Party, LLC**. In addition to the rights and responsibilities specified in the statutes of the State of Ohio you agree to abide by the laws of **Art Me** including all terms set out by your contract and the ideals in this handbook.

Reminder of our Terms of Contract

Art Me Party services to the Artist **Art Me** provides Services to the Artist in the form of the following:

1. Art Me will ensure payment to all Contractors after each event of the hourly rate, or agreed contracted payment amount, and terms discussed and agreed upon in the Artist Pay contract.
2. All equipment needed for contracted events, such as signage, paints, and various other art supplies, unless otherwise specified.
3. **Art Me** indicates the ability to obtain INDIVIDUAL LIABILITY INSURANCE for the Artist and encourages the Artist, but does not require, to have it while being contracted under **Art Me Party, LLC**.

Artist Services to Art Me Party Agrees to provide Services to **Art Me** according to the following.

1. Attend all training sessions to improve skill level and keep up to date with new design work and any additional art forms that may be taught in the upcoming year.
2. Attend ALL BOOKED EVENTS. If you cannot attend the agreed upon event, take the following steps:
 - 1) Request release on Humanity and notify management.
 - 2) Send message(s) to artists/performers for pick up.
 - 3) **Art Me** will work with you to help find a replacement, but if no replacement is found, you are still required to attend the event since already giving prior confirmation.
3. 30 MINUTES prior for arrival time to ALL BOOKED EVENTS for set up. This may vary and will be discussed if need be changed. All Artists must keep in communication with fellow working artists/performers during each event to remain punctual and organized as a unit/team. In the chance an artist/performer is running late, they MUST do the next listed steps in the following order:
 - 1) Contact fellow artists/performers attending the same event.
 - 2) Contact the Client.
 - 3) Then, Contact management (if needed beforehand) AFTER the event of the situation. Indicating the reason, actual time of arrival, and actual start time.
4. To fill out necessary paper work at each event for record keeping and organization.
5. To be respectful and kind to all clientele and act and look professional at all times well performing under the **Art Me Party** name.
6. To return all money back to **Art Me** (if any), indicated in the paperwork, during all SALES EVENTS.
7. To collect any checks or cash that need be collected at PRIVATE EVENTS and return to **Art Me** the day of or a time and day discussed that will be most convenient for both parties.
8. To respect all property of **Art Me** and return all supplies when indicated.
9. Keep open and honest discussions with management about all events, situations, and suggestions pertaining to (but not limited to) **Art Me Party, LLC**.



Art Me Party, LLC Dress Code 2021

Artists will wear APPROPRIATE ATTIRE including and excluding the following:

For **Casual Events and Occasions** (such as *Birthday Parties, Festivals, Fairs, non-contracted Fundraisers, and individual sales events*) the Artist is approved to wear the following:

1. **PLAIN Tshirt, $\frac{3}{4}$ length, or Long Sleeved shirts** (in any color). **PLAIN POLOS** (in any color). **NO SLEEVELESS, LOW CUT, or REVEALING clothing is UNACCEPTABLE.**
2. **CAPRIS, JEANS, or LONG DRESS PANTS or SKIRT** (*past the knee when sitting*) of any color. **NO SHORTS.**
3. **Child appropriate tattoos. NO Facial or Untasteful TATTOOS. (Consult with management.)**
4. **Facial piercings of any kind, unless otherwise decided on day of an event.**
5. **HAIR COLOR OR STYLE** of any kind.
6. **CLOSED TOE comfortable shoes of any kind.**

For **Business, Corporate, or Specialty Contracted Events** the Artist is approved to wear the following:

1. **PLAIN T-shirt, $\frac{3}{4}$ length, or Long Sleeved shirts** (in any color). **PLAIN POLOS** (in any color). **NO SLEEVELESS, LOW CUT, or REVEALING clothing is UNACCEPTABLE.**
2. **LONG DRESS or KAKI PANTS or SKIRT** (*past the knee when sitting*) of any color. **NO JEANS. NO SHORTS.**
3. **NO Facial or Untasteful TATTOOS.** (Consult with management if you are unsure.)
4. *Only piercings of the ears* are appropriate for these events, unless otherwise decided or discussed.
5. **HAIR COLOR** of any kind & neatly styled.
6. **CLOSED TOE comfortable shoes of any kind.**

All **Assistants** are requested to follow all previous work attire requirements, but are **REQUIRED** to wear the *Art Me* logo t-shirt, polo, apron, or other form of appropriate top with logo during all contracted Assistant events.

All **Performers** will wear the approved costuming for events contracted, while also following all the previous guidelines for Casual and Business/Formal events, unless otherwise indicated. Other dress code for performers:

1. Nails when shown must be groomed and colored nude/no color or, if colored, a color that matches directly with the portrayed character profile.
2. All costuming must be **APPROVED** by management before entering the public. This is to ensure **FIT** and avoid **LOW CUT, or REVEALING clothing** that may be **UNACCEPTABLE** for family friendly events.
3. **NO TATTOOS** unless apart of Character costume.
4. Only piercings of the ears are appropriate for these events, unless otherwise stated. Must accurately portray character represented.
6. **CLOSED TOE comfortable shoes of any kind.** Unless otherwise approved by management.



Artist Resignation and Termination & Legal

Commission and Payments. *Art Me Party, LLC* will ensure payment to all Contractors after each event of the hourly rate, or agreed contracted payment amount, and terms discussed and agreed upon in the Artist Pay contract.

Termination. An Artist Agreement may be terminated prior to one year by *Art Me Party, LLC* for non-compliance with any part of this Agreement or the Bylaws, such as not performing services, unacceptable behavior or work, or treatment of clients, customers, or other members of “Art me!” Such cause might be theft of *Art Me* or client/customer property, refusal to adhere to the approved “Art me!” policies or procedures, significant decline in quality of work, etc. This section does not attempt to define all possible causes for expulsion but instead describes procedures to be followed if such action should become necessary. Such termination will be discussed first one-on-one and will be assessed at the time of the meeting. However, an expelled member may again apply as an Artist of *Art Me* in the future. Should a member be terminated from “Art me,” any outstanding fees that may have occurred become due and payable. If deemed necessary, Art Me may also pursue legal action to recover additional amounts due from the terminated Artist.

Proprietary Rights.

1. Ownership of *Art Me Party, LLC* Artist agrees that the small business *Art Me* is solely owned by Mrs. Kirstene Danielle Adkins and will not take ownership over this name or business, designs, logos, or any other associated material. Artist is responsible for the custody, control, and risk of loss and maintenance of all supplies given to them and will reimburse *Art Me* for any items lost, broken, or stolen.
2. Artist does authorize *Art Me* to use photographs and digital and social media of Artist and Artist’s work for marketing and advertising purposes for *Art Me* only, whether in print or digitally.

Protection of Confidentiality. Artist agrees that information not generally known to the public to which the Artist has been or will be exposed to as a result of performing services, training, or private conversation under this Agreement is confidential information which is the property of *Art Me* and shall not be disclosed or used except as authorized by *Art Me*, including but not limited to the *Art Me Party, LLC* client database.

Independent Artist and Conflict of Interest. Artist is engaged as an independent contractor of *Art Me*, not an employee of *Art Me*. Artist shall not hold himself/herself out to the public as an employee of “Art me,” but will engage as a contracted Artist through this company. When working an event, contracted under *Art Me*, Artist will advertise SOLELY for *Art Me Party, LLC* & will NOT use this time to advertise Artist’s own or anyone else’s products or services (unless a discussion has been made prior to the event).

Dispute Resolution. Any dispute between the parties shall be submitted to mediation before either party may file a legal action in any court. If mediation is unsuccessful, parties shall submit the dispute to arbitration in Putnam County under the rules of American Arbitration Association, and such decision shall be binding upon the parties.

Indemnification. Artist agrees to release, defend, indemnify, and hold *Art Me* and its employees and agents harmless from all losses, liabilities, injuries, claims, costs (including attorney fees), actions or damages of any sort whatsoever arising out of *Art Me* performance of the Services contemplated by this Agreement to the extent attributable to the negligent acts or omissions, willful misconduct or breach of this Agreement by *Art Me*, its servants, agents, and employees.

Assignment. No part of this Agreement is assignable.

Severability. If any provision of this Agreement is held to be unenforceable, the validity and force of the remainder of the Agreement shall not be affected.

Entire Agreement. This Agreement expresses the complete agreement of the parties with respect to the subject matter and supersedes the all prior oral and written agreements or understands between the parties.

Attorneys’ Fees. The prevailing party in any action to enforce this Agreement, including arbitration, shall be reimbursed or paid by the other party for its reasonable attorneys’ fees and all costs incurred in connection with such enforcement

**ART ME NON-COMPETE AGREEMENT**

For good and valuable consideration the recipient of which is hereby

acknowledged, _____ (Contracted Fine/Performing Artist), the undersigned Artist hereby agrees not to directly or indirectly compete with ART ME with the business of any other businesses in the Entertainment industry, such as using ANY of the skills trained and provided by ART ME, including, but not limited to, Professional Face Painting, Character Performing, Art based entertainment, Children's Character Entertainment, etc, and any of its successors.

The Artist acknowledges that the Company may, in reliance of this agreement, provide the Artist access to trade secrets, customers and clients, and other confidential data and good will. The Artist agrees to retain said information as confidential and not to use said information on his or her own behalf or disclose same to any third party. The Artist also agrees to take reasonable security measures to prevent accidental disclosure.

The Artist shall not own, manage, operate, consult, or be employed in in a business substantially similar to, or competitive with, the present business of the Company or such other business activity in which the Company may substantially engage during the term of the contract.

This non-compete agreement shall extend for a radius of 200 miles of the Artist & Company's present location and shall be in full force and effect during the period of contracted employment and for 3 year(s) and also following employment termination or ending, notwithstanding the cause or reason for termination or ending.

This agreement shall be binding upon and insure to the benefit of the parties, their successors, assigns, and personal representatives.

Contracted Artist Signature: _____ Date: _____

(If under 18) Parent/Guardian Signature: _____ Date: _____

Location of Residence: Mailing & Residential Address(es) _____

City/State/Zip _____

Phone & Carrier: _____ DOB (not required): _____

Art Me Managing Director: Kirstene D. Adkins Date: 02/10/2025

Art Me Party, LLC

Attn: Artist Kirstene D. Adkins

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