

LEGAL & ADMINISTRATIVE FRAMEWORK

DPAE (Prior Declaration of Hiring)

A mandatory declaration must be made to the URSSAF before any job is started, formalizing the hiring process. It is a prerequisite for accessing social security benefits.

CDDU (Fixed-Term Contract for Specific Use)

This type of contract is permitted in sectors where the activity is inherently irregular. It often applies to event technicians and staff on short-term assignments.

Fixed-term contract (CDD)

A fixed-term employment contract is used when the assignment requires a specific end date. It is less flexible than a fixed-term contract for a specific purpose (CDDU) in the events industry.

Freelance performer

A specific status combining periods of work and periods of non-work, covered by Annexes 8 and 10 of Pôle Emploi. Very common for technical professions.

Extra

Contract of use in the hotel and restaurant sector, often used for catering or event services.

Individual

A person hired for a one-off task, with no guarantee of recurrence. Their status depends on the organization that employs them.

Temporary event staffing

Provision of personnel via a temporary employment agency, often for urgent handling or technical needs.

AEM (Monthly Employer Certificate)

Document that the employer gives monthly to the temporary worker and to Pôle Emploi to certify the hours declared.

Pôle Emploi Certificate

Document issued at the end of the contract, essential for unemployment procedures and the continuity of rights.

Event work certificate

Document given to the employee at the end of their assignment, confirming the dates of employment and the nature of the activity carried out.

Entertainment Holidays

Organization managing paid leave for intermittent workers, funded by employer contributions.

Spaictacle

Reference software for managing intermittent payroll and calculating social obligations in the entertainment industry.

Audiens

Social protection group for entertainment industry professionals: retirement, insurance, mutual insurance.

CMB (Centre Médical de la Bourse)

Medical center specializing in entertainment industry professions, providing mandatory medical monitoring for technicians.

RUP (Single Personnel Register)

Mandatory document listing all employees of the company, including short-term and intermittent contracts.

Convention collective

Specific rules apply to different professions: technical service providers, live entertainment, audiovisual, security, and hospitality. These rules govern salaries, working hours, and obligations.

Meal/transportation/basket allowance

Amounts paid to cover mission-related expenses, which vary according to the applicable collective agreement.

Surcharge for night/Sunday/public holiday

Additional compensation rates provided for in collective agreements, common in event services.

Legal rest time

Minimum mandatory durations between two missions, essential in HR planning within technical teams.

Stamp

A flat-rate remuneration method used particularly for artists and certain technical professions.

Intermittent pay slip

Payslip including specific elements: hours worked, fees, Congés Spectacle contributions, Pôle Emploi base.

AFDAS (OPCO culture, communication, media, live performance)

A cultural and entertainment organization that funds training for freelance workers and companies in the events sector.

CACES (Certificate of Aptitude for Safe Driving)

Certification allowing the use of certain equipment (aerial work platforms, trolleys, etc.).

H0B0 (Electrical authorization – levels H0 and B0)

Certification is mandatory to work near electrical installations.



RECRUITMENT & STAFFING

Roadmap

Document sent to staff containing essential information: locations, times, managers and instructions.

Service sheet

Operational plan detailing tasks, schedules and general organization of the service.

Forecast planning

Advance staffing planning, used to organize teams, schedules and skills.

Staff gauge

Minimum or optimal number of employees needed to provide a service.

Availability

Information provided by employees to indicate their possible working days and hours.

Call for reinforcements

Urgent request for additional staff to cover an unforeseen need or increased workload.

Back-up

Staff planned as replacements to anticipate absences or no-shows.

No-show

Unreported absence of an employee on the day of the service.

Check-in / check-out

A clocking-in and clocking-out process to monitor attendance and hours worked.

Validation of hours / signing in

Signature of the employee or manager attesting to the hours actually worked.

Briefing

Quick meeting before the event to review objectives, safety and organization.

Debrief / RETEX

Feedback gathered after the mission to improve future practices.

Roadbook

Document containing the logistical information needed by the teams and for coordination.

Service/operation

Phase where staff are active on site: assembly, operation, dismantling.

Staff tour (multi-site)

Organizing teams to travel to several locations or successive events.

Road / Roading

Event handler responsible for loading, unloading and moving equipment during setup and dismantling.

Load-in

Loading and installation phase of equipment at the start of the service, generally carried out by road workers and technicians.

Load-out

Dismantling and reloading of equipment at the end of a service.



HR ECOSYSTEM & SERVICE PROVIDERS

Technical service provider for events

Company providing equipment, technicians and production services for an event.

Subcontractor

Company mandated by a main service provider to carry out part of the service.

Equipment rental company

Supplier of equipment (sound, light, video, structure) made available without staff.

Event staffing agency

Structure specializing in providing hosts, technicians, handlers or service teams.

Production company

Structure managing the overall coordination of an event: budget, technical aspects, planning and logistics.

Location/coming

Convention center, hall or space hosting an event with its own specific constraints.

Venue operator

Structure ensuring the operational management of an event venue (security, access, internal management).

Catering company

Provider of catering services for staff and technical teams.

Catering

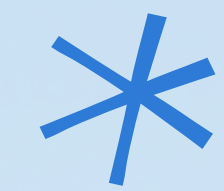
Catering provider supplying meals, buffets and service teams for events

TOR = Caterer and Event Organizer.

Provider that supplies event catering as well as service teams.

Production office

Structure dedicated to the administrative, logistical and financial management of an event project.



ORGANIZATIONS & OBLIGATIONS SPECIFIC TO INTERMITTENT WORK

URSSAF (Union for the Collection of Social Security and Family Allowance Contributions)

Organization collecting social security contributions and receiving DPAEs.

GUSO (Single Window for Occasional Entertainment)

A one-stop shop allowing occasional/non-professional organizers to employ artists and technicians in a simplified way.

Entertainment Industry Holidays

Fund that collects and redistributes paid leave for intermittent workers.

Pôle Emploi Spectacle

Pôle Emploi SpecBranche specializes in managing the rights of performing arts professionals.

Paid leave fund

Specific organizations according to collective agreements (construction, hospitality, cafes, restaurants, etc.)

Audiens

Manages social protection, retirement and insurance for entertainment professionals.

AFDAS (OPCO culture & entertainment)

Professional training organization for freelance entertainment workers.

Spaictacle

Payroll software dedicated to freelance entertainment workers.

Broadcaster tax

Contribution due from the organizers of events involving artists.

Intermittent workers' training tax

Employer contribution intended to finance training via AFDAS.

CCN (National Collective Agreement)

Regulatory text defining the rules applicable to the performing arts, technical, security or HCR professions.

Mandatory certifications and qualifications

Regulated skills allowing work in lifting, electricity, working at height, etc.



SUPPLEMENTARY GLOSSARY EVENTSOFT

Prestation

A work unit in EventSoft that groups an event, its phases, and all assigned resources.

Delivery phase

A segment of a service (e.g., assembly / operation / dismantling) that allows for precise planning of resources.

Delivery section

Subset of a service enabling the organization of assignments by teams or zones.

Tour

A set of trips or journeys to be made by a driver or vehicle over a given period.

Planning plasma

Full-screen display intended for production areas to view schedules in real time.

Gantt

Chronological representation of a service, its tasks and its phases.

Resource allocation

The act of allocating an employee, equipment or vehicle to a service or phase.

Personal file

A complete file containing an employee's administrative data, skills, availability and history.

Qualification

Level or technical role of an employee used to filter and allocate resources

Salary status

Contractual nature of an employee (intermittent, fixed-term contract, extra, etc.).

Staff allocations

List of equipment provided to the employee (clothing, light equipment, badges...).

Validation of hours / signing in

Confirmation of hours actually worked to prepare payroll

Personnel register

Module generating and now updating the legal register of all employees.

Subcontractor

External service provider registered in EventSoft to be assigned to services with or without staff.

Google Calendar synchronization

Link between EventSoft and employee calendars to display their assignments.

Personnel base / vehicles / equipment / rooms

Bibliothèques centralisées regroupant toutes les ressources utilisables dans les prestations.

User profiles

Access levels define what each user can see or modify.

Cloud backup

Security system ensuring redundancy and data protection.

Application pipeline

Kanban view allowing management of recruitment stages.