



SET DECORATING DEPT APPLICATION PACKAGE

PERMITTEE/2ND CATEGORY/SISTER LOCAL

IATSE Local 891

1640 Boundary Road · Burnaby, BC · V5K 4V4 · 604-664-8910 (p) · 604-298-3456 (f) · www.iatse.com

Please read the information below carefully before completing your application. If you have questions, please call the Union office at 604-664-8910.

Permittee Applicants: Obtaining Permittee Status is your first step to becoming an IATSE Local 891 Union member. Currently, if you have worked 60 days as a permittee in one department on an IATSE 891 production, you are then eligible to apply for membership. Keep in mind that permittees are only called to work when there are no qualified members available to fill a position.

2nd Category Applicants: You must be a member in good standing of IATSE Local 891 to apply for 2nd Category Status. Members are not limited to the number of 2nd Categories they may belong to.

Sister Local Applicants: You must be a member in good standing of an IATSE Local 891 sister local to apply for Sister Local Category Status.

FAQs:

- 1. How much does it cost to apply for Permittee Status at IATSE Local 891?**
Permittee applicants are required to pay a \$75 non-refundable processing fee for each permittee application submitted.
- 2. Do I have to pay a processing fee if I am applying for 2nd Category or Sister Local Status?** No. 2nd Category and Sister Local applicants do not pay a processing fee for their application.
- 3. I am applying to more than one department, do I have to complete a separate application for each department?** Yes. Each department has different and specific requirements. Remember that each additional application also requires the non-refundable \$75 processing fee.
- 4. How long will it take to hear back from the Union about my application's status?**
Applications can take up to four months to process. Please do not telephone to inquire about the status of your application. Departments meet at various times to review applications; therefore, it is difficult to predict when your application will be processed. However, you will receive written notice once it has been reviewed.

Your application MUST include:

- **All Applicants:** A current resume detailing work experience, exact days worked, and the name of your supervisors.
- **All Applicants:** A completed application form (enclosed in this package).
- **All Applicants:** All documents specified by the department in the application package.
- **Permittees Only:** A self-addressed envelope with return postage.
- **Permittees Only:** A \$75 non-refundable processing fee. Our payment options are limited to the following if you are paying in person: Interac, VISA, cash, or money order. Only money orders will be accepted with mailed applications. **DO NOT mail personal cheques or cash.**



REMEMBER!

Incomplete applications will not be accepted. Clearly indicate how you meet the qualifications requested by the department.

PLEASE RETAIN THIS PAGE FOR YOUR RECORDS

Page 1 - SET DECORATING DEPT APPLICATION FORM

Please indicate which status you are applying for:

PERMITTEE STATUS

SECOND CATEGORY STATUS

SISTER LOCAL STATUS

Current Departments: _____

Letter of Good Standing

Membership Card (front & back)

Local #

Classifications requested: _____

Please complete the following details - PLEASE PRINT CLEARLY!

Name: _____
FIRST MIDDLE LAST

Address: _____
STREET CITY PROVINCE/POSTAL CODE

Providing birthdate and gender information is optional. This is asked for demographics only and will not be used to determine eligibility.

Birthdate: _____ day month year Gender: _____

Home Phone: _____ Mobile Phone: _____

E-Mail Address: _____ Website: _____

Social Insurance Number (or provide copy of Visa/Landing Immigrant Status): _____

Would you like to receive a response via e-mail or regular mail (please mark one box).

CONSENT TO THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:

I acknowledge that I have had an opportunity to read the Personal Information Protection Code and Personal Information Protection Chart (available at www.iatse.com and in hard copy upon request). I hereby give my consent to the collection, use and disclosure of my personal information in the manner and for the purpose outlined therein.

AGREEMENT TO ABIDE BY THE IATSE LOCAL 891 HIRING POLICIES & PROCEDURES: I acknowledge that I have had an opportunity to read the IATSE Local 891 Hiring Policies and Procedures (attached). I hereby agree to abide by these Policies and Procedures in the manner specified and will not accept work within the jurisdiction of IATSE Local 891 without first gaining the Union's authorization by a valid permit and/or record of Union dispatch. I understand that Hiring Policies and Procedures are subject to change at the discretion of the Union, but any such changes do not diminish my responsibility to abide by these rules.

BARGAINING AUTHORIZATION: In applying for a membership, I understand that the Union intends to apply to be certified as my exclusive bargaining agent and to represent me in collective bargaining.

DATED: _____ **SIGNATURE:** _____

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FILM & TELEVISION EXPERIENCE

Please read before proceeding:

Any intentional misrepresentation of your experience may result in termination of Union status. Only days worked under authorized IATSE Local 891 work permits or dispatch shall count towards membership in the Local.

Work experience must be verified by copies of employment records such as, but not limited to, work permits, time sheets, pay stubs, letters of reference, etc.

If you have previously applied to this department, please highlight any recently acquired work experience on this application form and on your resume.

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

Production Title: _____ Dates: _____

Feature, Television, Video, or Commercial: _____

Position/Duties: _____

Reference Name and Phone Number: _____

RELATED EXPERIENCE/SPECIAL SKILLS: _____

EDUCATION/TRAINING/CERTIFICATES/LICENSES (please include copies): _____

SET DECORATING DEPARTMENT QUALIFICATIONS



Please check off the appropriate qualifications.

To apply for work in the Set Decorating Department an applicant **MUST** provide proof of the following:

Mandatory Requirements:

- Must have Grade 12 diploma or equivalency papers
- Minimum of 30 days of film experience
- Pass the Set Decorating Department Entry Evaluation Exam with a minimum score of 70%

Must provide proof of a minimum of two (2) of the following:

- Employment on ten (10) commercials or more with a minimum of at least 50 days in a capacity related to set decoration.
- Two hundred (200) days volunteer work in an area related to set decoration
- Two (2) years of work experience in areas compatible with the needs of set decoration, i.e., florist, draper, carpenter, painter, upholsterer, warehouse person, stills photographer, and computers
- Graduation from an Entry Level Craft Training (ELCT) set dresser program previously offered at Capilano University.

Mandatory Certificates Required:

Photocopies of all of these certificates must be provided at the time of application.

- Film Industry Orientation Course
- Valid WHMIS Certificate

Please note: Most positions require employees to report to work at locations that are inaccessible to public transit, therefore it is strongly recommended that you have a valid BC Drivers License and use of a reliable vehicle. Many positions require employees to travel between work locations. Employees using their own vehicles must be able to provide their employer with proof of having Business Class Insurance.

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Required Tools and Equipment:

- *Items marked with * are to be carried on assistant dresser calls.*

- | | | |
|---|--|---|
| <input type="checkbox"/> Pencil* | <input type="checkbox"/> Notebook* | <input type="checkbox"/> Hammer - 16 oz |
| <input type="checkbox"/> Sidecutters (cutting pliers) | <input type="checkbox"/> 16' measuring tape imperial/metric | <input type="checkbox"/> Pliers (needle nose) |
| <input type="checkbox"/> 2 crescent wrenches | <input type="checkbox"/> Vice grips | <input type="checkbox"/> Pliers (snub nose) |
| <input type="checkbox"/> Handsaw | <input type="checkbox"/> Mat or utility knife* | <input type="checkbox"/> Scissors |
| <input type="checkbox"/> Hard hat/back strap* | <input type="checkbox"/> CSA steel toed boots* | <input type="checkbox"/> Work gloves* |
| <input type="checkbox"/> Scale rule (architects Imp) | <input type="checkbox"/> Multi-driver* or multiple screw drivers | <input type="checkbox"/> Industrial stapler |
| <input type="checkbox"/> Retractable razor scraper | <input type="checkbox"/> Cordless drill/driver bits | <input type="checkbox"/> Rain gear* |
| <input type="checkbox"/> Combo square | <input type="checkbox"/> Markers, incl Sharpies | <input type="checkbox"/> CSA rubber boots* |
| <input type="checkbox"/> Small level | <input type="checkbox"/> 12" Ruler | <input type="checkbox"/> Hack saw |
| <input type="checkbox"/> Tool belt or tool box | <input type="checkbox"/> Paint scraper | <input type="checkbox"/> Drill index |
| <input type="checkbox"/> Digital camera | <input type="checkbox"/> Pocket calculator | <input type="checkbox"/> Magnet |
| <input type="checkbox"/> Flashlight | <input type="checkbox"/> Small prybar (wonderbar or catspaw) | |

You will be notified as soon as your application has been reviewed and all qualified applicants will be contacted for an interview. If you have been accepted to the Set Dec Department, you will be sent a letter of confirmation.



Entry Evaluation Exam

- All applications to the Set Decorating Department, as a Permittee, 2nd Category Member or Sister Local Member, will be processed as “Assistant Set Dressers”. An Entry Evaluation Exam, requiring a 70% (B) Pass, will be administered before an application is passed on to the Department. A Waiting Period of not less than 6 months will be imposed before an Applicant may write the Exam for a second time.
- All Set Dressers are expected to have a rudimentary knowledge of the following Skills. The Entry Evaluation Exam may contain questions on any or all of them. Please take the time to re-familiarize yourself with these Skills before attempting the Evaluation. A Reading List is provided to aid you in your review, as well as a Practice Quiz.

Set Dresser Skills

- Drapery & Curtain Installation
- Blind Installation
- Pipe, Plumbing & Electrical Installation (non-practical)
- safe Furniture/Object moving
- Packing Techniques for a variety of objects
- Graphics, Drawing, Drafting
- Sewing, Upholstery, Fabric Care
- Woodworking, Construction Techniques
- Floral Arranging, Plants
- Hand & Power Hand Tool operation
- Furniture Styles & Repair
- Carpets, Artwork
- extensive knowledge of Hardware
- Adhesives, Glues, Tapes
- Fibre Rope & Knots
- Wire Rope & Rigging
- all aspects of Film such as: Scripts, Breakdowns, OnSet Procedures
- all safety aspects: Ladders, Lifting, Protocol, etc.
- acute Power of Observation & attention to Visual Detail

Reading List

- This list is provided as a Guide; it is by no means definitive. These are the books that we feel hold the most concise information on each subject. If you find yourself weak in certain areas, you may need to find additional resources. Internet searches can be an invaluable tool. Again, **do not** attempt the Evaluation Exam without spending a significant amount of time in reviewing the above topics.



Although you may find the whole book useful, we have listed the topics each contain that are of the most interest and use to Set Decorating.

- **Operating Cinematography**
 - William E. Hines
 - Ed-Venture Films/Books
 - ISBN: 0-935873-01-5
 - Types of Shots, Definitions, Shooting Ratio, Duties of the Camera Department*
- **Grammar of the Shot**
 - Roy Thompson
 - Focal Press
 - ISBN: 0-240-51398-3
 - Types of Shots, Definitions, Shooting Ratio*
- **Woodworking Safety Handbook**
 - Roland Thompson
 - Thompson's Safety Handbooks
 - ISBN: 0-9699471-0-0
 - Personal Protective Equipment, Hand Tools, Powered Hand Tools*
- **The Glue Book**
 - William Tandy Young
 - The Taunton Press, 1998
 - ISBN: 1-56158-222-0
 - Type of Glues and the Safe Techniques for best results using them*
- **The Flower Arranging Expert**
 - Dr. D.G. Hessayon
 - Expert Books
 - ISBN: 0-903505-41-X
 - Mechanics & Equipment, Styles, Proportion, Texture, Colour*
- **The Reader's Digest Complete Guide to Sewing**
 - Reader's Digest Association (Canada)
 - ISBN: 0-88850-247-8
 - Fabric Terminology, Hand sewing, Basic Sewing Machine Operation, Tools & Supplies*
- **A to Z Guide to Film Production Terms**
 - Tim Moshansky
 - First Wave Publishing
 - ISBN: 0968070205
 - Film Terminolgy local to Vancouver*
- **The Encyclopedia of Window Fashions**
 - Charles T. Randall
 - Randall International
 - ISBN: 0-9624736-2-6
 - Window Coverings: Styles, Features, Terminology, Installation*
- **Backstage Handbook, third edition**
 - Paul Carter
 - Broadway Press
 - ISBN: 0-911747-29-X
 - Handtools, Hand Powertools, Hardware, Adhesives, Solvents, Flats, Construction Techniques, Window types, Architecture*
- **Handbook for Riggers**
 - W.G. Newberry
 - Newberry Investments Co., Ltd
 - ISBN: 0-9690154-1-0
 - Handsignals, Wire Rope Information (Basic) Aircraft cable, Wire rope clips & connectors, Knots & Rope*



- **The Grip Book**
 - Michael G. Uva/Sabrina Uva
 - Focal Press
 - ISBN: 0-240-80315-9
 - Commonly used OnSet Equipment, Knots, Terminology*
- **The Upholsterer's Pocket Reference Book**
 - David James
 - Guild of Master Craftsman's Publications
 - ISBN: 0-946819-71-8
 - Basic Upholstery Techniques, Tools, Cushion styles, Working with Fabric*
- **The Complete Illustrated Guide to Everything Sold in Hardware Stores**
 - Steve Ettlinger
 - Macmillan Press
 - ISBN: 0-02-862575-7
 - Handtools, Power Handtools, General Hardware, Safety Equipment, General materials, Plumbing*
- **Rope Works**
 - Gerald L. Findley
 - Morris Publishing
 - ISBN: 09727972-0-3
 - www.northnet.org/ropeworks
 - Knots: Square, Bowline, Sheepshank, Sheetbend, Clove Hitch, Half-Hitch*
- **Guide to Hand Tools**
 - Hand Tool Institute
 - www.hti.org
 - Proper Use of Handtools*
- **Designer Drafting for the Entertainment World**
 - Patricia Woodbridge
 - Focal Press
 - ISBN: 0240804244
 - How to read a scale, Dimensioning, How to interpret plans and drawings*

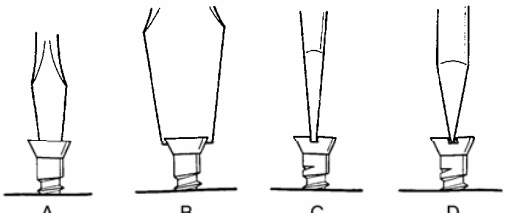
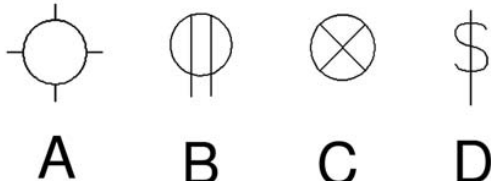
Online Resources:

- www.ehow.com
 - A 'How-To' site with thousands of "Clear Instructions on How To Do (just about) Everything"
- www.bobvila.com
 - another good 'How-To' site, although more geared to Homeowners
- www.worksafebc.com
 - this is the WCB site. It contains the Occupational Health & Safety regulations in effect in this province as well as very good general safety information
- www.mayflower.com/pers/packtips.htm
 - Packing and Loading information
- www.atlasworldgroup.com/home-moving/
 - Packing and Loading information
- www.relocatecanada.com/packing.html
 - Packing and Loading information

Set Decorating Department – Practice Quiz

This Practice Quiz is to give you an idea of the type of questions to expect. Questions on this Quiz may or may not appear on the real one, which is substantially longer.

Choose the **ONE MOST appropriate** answer to each question.

1	The purpose of "Breakdown" on set décor is to:	<ul style="list-style-type: none"> a) change it's colour b) adjust the size c) make the item appear used d) disassemble the item 	
2	Which expression is the PA's cue to secure the perimeter of the set?	<ul style="list-style-type: none"> a) Stand by for picture b) Lock it up c) Picture up d) Final touches 	
3	Which picture depicts the best fit for a slot screw?		
4	Café rods should be attached to the _____ of a window:	<ul style="list-style-type: none"> a) apron b) mutton c) cornice d) casing 	
5	Artwork should be lifted by:	<ul style="list-style-type: none"> a) the hooks b) the sides of the frame c) the wire d) the cardboard corners 	
6	Which of these symbols represents a wall outlet on a floorplan?		



HIRING POLICIES, PROCEDURES, AND GENERAL INFORMATION

Pertaining to the Dispatch and Hiring of Non-891 Members

IATSE Local 891

UNION OFFICE HOURS:

Telephone: 604-664-8910
Monday to Friday 9 a.m. - 5 p.m.
Saturday - Closed
Sunday - Closed

DISPATCH OFFICE HOURS:

Telephone: 604-664-8916
Monday to Friday 7 a.m. - 10:30 p.m.
Saturday - 8:30 a.m. - 8:30 p.m.
Sunday - 10 a.m. - 10 p.m.

1. Dispatchers usually fill the majority of next-day calls in the evening, and ASAP calls are filled the same day. Unfortunately, dispatchers are not given a lot of notice to fill ASAP calls, so you should always be prepared to work at any time. You may want to obtain a cell phone to ensure that we can reach you anytime during Dispatch hours.
2. Your name, phone numbers, and approved classifications will be added to the Permittee Auxiliary Roster used by the IATSE Local 891 Dispatch office. If you move or change your phone number, you must inform Dispatch in order to receive calls to work.
3. If your address, e-mail address, or phone numbers change and you fail to notify us, your name will be removed from the Permittee Auxiliary Roster after three months. If you fail to provide the Union with a new contact number within 12 months, you will be required to re-apply to the department, which will cost you another \$75.00 processing fee.
4. Occasionally, the Union will need to send you information, so please be sure to keep us informed of your correct mailing address. Please call IATSE Local 891 at 604-664-8910 during regular business hours and advise us of any address or e-mail address changes.
5. Remember: Dispatch will not call you for work unless you have made yourself available. It is essential that you keep Dispatch updated with your availability. Once you have been dispatched to a show, we will list you as working and, therefore, unavailable. When you are finished working, remember to inform Dispatch that you are available again.
6. When calling Dispatch about your availability, remember that dispatchers are busy and will have other calls waiting. Please keep your calls short and to the point. The dispatcher just needs to know your first and last names, your department, your phone number, and whether or not you are available for work. Please limit your conversations with Dispatch to provide this basic information and speak clearly, especially when leaving messages.
7. If you go out of town, or are unavailable for work, please inform Dispatch. Dispatchers are unable to track down people who are not available or who are currently working elsewhere.
8. Please remember that Union work permits and Union dispatches are only valid for continuous days of work. Non-members of IATSE Local 891 may not be called back to work after a break in employment without first securing a new work permit. In order to return to work after a company lay-off, the company must request a permit, or you must be dispatched by IATSE Local 891. Any days worked without Union authorization will not qualify for membership.

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9. Any non-891 member found working without a valid work permit or record of being dispatched will be removed from the job and will risk suspension of their permittee status. Days worked as a non-permitted worker will not count towards membership requirement in IATSE Local 891. If you receive a call and/or call-back to work by anyone other than an 891 dispatcher, you must inform the Union by contacting the senior steward's assistant at 604-664-8920 to confirm that a valid work permit has been issued for your employment. If no work permit has been authorized, you may not accept the call, and you will be referred to the senior steward.
10. If for any reason you are unable to show up on time for a call that you have been dispatched to, you must notify both the production office and Dispatch immediately. If no one answers the phone, you must leave a message. There are serious consequences for being a "no-show" without an acceptable explanation.
11. When you arrive for work on a new production, the production company will ask you to complete a start-up package. Complete it promptly and submit a timesheet to your head of department at the end of each week. If you do not receive your cheque within a week after pay day, call the production company. If this does not work, call the stewards' assistant at 604-664-8920.
12. All employees must provide Canadian and Provincial residency information sufficient to ensure that the production company is eligible to receive federal and provincial incentives including tax credits. You will be required to submit this information with your start-up package. Acceptable documents include a copy of your previous year Income Tax Assessment Notice with your personal financial information blacked out. You may call the stewards office if you have questions about this contractual requirement.
13. You have been granted work classifications based on the information you provided on your original application. If you desire additional or different classifications, you must apply in writing to the department. Our departmental coordinator can answer your questions regarding classification upgrades and can be reached at 604-664-8923, Monday to Friday between 7 a.m. and 3 p.m.
14. The basic membership requirements to join IATSE Local 891 are currently 60 days worked as a permittee in a single department. If you have accumulated 60 days under an IATSE Local 891 approved work permit, but do not have permittee status within a department, you must also provide proof of having met the departmental permittee qualifications at the time you make application for membership.
15. When you have met the membership requirement (currently 60 days), we strongly recommend that you contact the membership coordinator before you submit your application. All applicants must submit a complete membership application (available from the Union office) together with an updated resume and proof of days worked under permit. You may contact the membership coordinator at 604-664-8919, Monday to Friday between 7 a.m. and 3 p.m. She is available to answer your questions about becoming a member of IATSE Local 891 and to advise you of any specific membership requirements.
16. Please ensure that you carry valid trade certificates/licenses with you when reporting to work. All employees who are required to have licenses or certificates to perform their duties must be able to provide proof of trade/skill qualification when requested.
17. Finally, WORK SAFE. Remember that all employees are responsible to provide their own general purpose work gloves, hardhat, and steel toed boots. If you become injured on the job it is imperative that you report the incident to First Aid immediately. Without proper documentation at the time of the injury, any claim to WorkSafeBC (WCB) may become problematic. Visit Actsafe at www.actsafe.ca, as it is an excellent resource for film industry workers. You can also visit the Local 891 website at www.iatse.com for more information.

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