



IATSE LOCAL 411

International Alliance of Theatrical Stage Employees, Moving Picture Technicians,
Artists and Allied Crafts of the United States, its Territories and Canada

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LOCAL 411 CRAFTSERVICE PROVIDER CALL SYSTEM

INSTRUCTIONS FOR ORDERING DAILY CRAFTSERVICE PROVIDERS

Call Steward Direct Line: 416-850-7411

Call Steward: Elizabeth deHaan

How to Call for a Daily Craftservice Provider

*All Craftservice Provider Dailies must be crewed through the IATSE Local 411 Daily Call System, including Name Hires. Every time a production requires a Daily Craftservice Provider an authorized representative of the production (Key Craftserver, PC, APC, PS, PM or Producer), must contact the 411 Call Steward to have that Daily CSP crewed for that show. Orders may only be placed on a daily basis, you cannot order for multiple days at a time.

Required Information

When putting an order in for additional crew, the following information must be provided to the Call Steward:

- Production name for which you are requesting a Daily Craftservice Provider (CSP)
- The Call Type you are requesting:
 - Replacement Daily: regular Weekly CSP to be temporarily replaced
 - 14-hour Minimum Regular Daily: Work Truck and Background
 - 14-hour Minimum Background Daily: Work with Background only
 - 6-hour Minimum Background Daily: Work with Background only
 - 6-hour Minimum Driver: Work Primarily to move the Craft Truck
- Number of Daily CSP's required
- Name of Name Hire (if any)
- Call time. Note that the Call Stewards use the 24-hour clock (e.g., 8:00pm is 20:00hr).
- Location, with the nearest major intersection
- Name of Key Craftserver to report to
- Any shuttles provided to Location or parking instructions

When to Place a Daily Request

- Place requests for Dailies before 4:00 p.m. Monday to Saturday and before 2:00 p.m. Sunday and Holiday Mondays.
- The Call Steward office hours are Monday to Friday 6 a.m. to 10 p.m. and Saturday/Sunday 9 a.m. to 10 p.m. When possible, if you need to speak with the Call Steward please do so before 10 p.m.
- Any additional information (i.e., call times, call time changes, or additional requirements) should be left on the Call Steward voice mail. Orders not placed before 10 p.m. should also be left on voice mail.

**REPRESENTING PRODUCTION COORDINATORS, CRAFTSERVICE PROVIDERS
AND HONEYWAGON OPERATORS IN THE PROVINCE OF ONTARIO, CANADA**



ORDERING DAILY CRAFTSERVICE PROVIDERS Continued...

When Work Calls are Assigned

- The Call Steward begins crewing at **4:00 p.m.** from **Monday to Saturday**
- Crewing begins at **2:00 p.m.** on **Sunday and Holiday Mondays**

Call Time Changes

Please let the Call Steward know immediately of any changes to call time (e.g., push or pull) or a change in location so that she can inform the appropriate crew.

Revised Call Times

Call Steward must have verbal confirmation of any changes to existing daily requests.

Crewing Order

All daily calls will be dispatched in the following manner:

- **Permittees can be Name Hired if there are NO members available.**
- The first daily Craftservice Provider member engaged may be name selected by the Producer; should a second daily Craftservice Provider be required, they shall be dispatched by the Union on the rotating surname basis; should a third daily Craftservice Provider be required, they may be name selected by the Producer so long as they are a member of the Craftservice caucus. This pattern shall continue until all daily Craftservice Providers required by production are engaged.
- With respect to the rotating surname basis, the Union will dispatch qualified and available Craftservice Providers by going through the list of Craftservice Providers who make themselves available to the Union each day in advance of work. Consistent with the pattern noted above, the call stewards will place the day's daily calls by starting with the surname that alphabetically follows the last daily call placed in this manner on the previous day. This process will continually cycle through the list alphabetically. Should a Craftservice member not be available or eligible for engagement the call steward system will carry on to the next name on the list.

Note: the Call Steward will begin assigning work beginning with the 411 Craftservice Provider members who are properly certified. In the event that the Craftservice Provider member list is exhausted, the next call assignments shall be to other Local 411 members who are properly certified, followed by CSP applicants/permits that are properly certified.

Please be advised that the information contained in this outline is subject to change.