



# 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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## **CRAFTSERVICE PROVIDERS MEMBERSHIP POLICY**

### **STEP 1) APPLICATION FOR PERMITTEE STATUS:**

If you meet the requirements and are interested in applying to become a permittee in the IATSE Local 411 Craftservice Providers Caucus, you must contact the IATSE Local 411 office to register for the mandatory Craftservice Providers Permit Orientation Seminar and submit the documents listed below.

The following is required to request to attend the Craftservice Providers Permittee Orientation Seminar:

1. Letter of Intent – must include why you are applying and who referred you, if anyone
2. Resume – must demonstrate a proficiency in food preparation and customer service skills, film industry experience, if any, as well as any other applicable information
3. List of Professional References – minimum of 3

The following is required for attendance to the Craftservice Providers Permittee Orientation Seminar, should you be invited following requirements 1 – 3 above:

1. Craftservice Permittee Application Form
2. Permittee Application Fee of \$150.00 (non-refundable\*)
3. Government issued photo identification that proves that you are 18 years of age or older
4. Copy of your WHMIS (Workplace Hazardous Materials Information System) certificate\*\*
5. Copy of your valid Food Handler certificate (issued in Ontario)\*\*
6. Copy of your Worker and Supervisor Ontario Occupational Health and Safety Awareness Training certificates\*\*
7. Electronic Communications Consent Form
8. Written and verbal proficiency in English

*\*\*Be sure to save a PDF copy of your certificates on your computer, you will be required to provide these to Productions\*\**

During the Craftservice Providers Permittee Orientation Seminar you must complete and submit:

1. IATSE Local 411 Privacy Code Consent Form
2. IATSE Pledge Card
3. RSP Benefits Enrolment Forms

If you submit an application with incomplete information or without possessing the necessary qualifications, please be aware that the administration fee is non-refundable.

Any intentional misrepresentation of your experience will result in your application being automatically declined. Any applicants declined on this basis shall not be reconsidered for membership for minimum period of one year.

\* The \$150 Permit Application Fee can be paid by cash, debit, credit card (Visa, MasterCard or AMEX - in the office, not over the phone), money order or certified cheque. You can also pay via PayPal (even if you do not have a PayPal account) by requesting an invoice to be emailed to you. We do not accept personal cheques as a form of payment for Permit applications. \*Note: if paying by cash you must have exact amount.

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



**Application submission deadlines are December 1st, March 1st, June 1st and September 1st**

## **STEP 2) APPLICATION FOR MEMBERSHIP:**

Once you have completed the minimum required days on IATSE Local 411 signatory productions, you must contact the IATSE Local 411 Office to make an appointment with the Local's Operations Manager to complete your application process.

You will need to bring the following items with you to apply for membership:

**Photocopies (originals will NOT be accepted) of pay stubs and/or approved timesheets sorted in BOTH year and date order, to demonstrate:**

1. 70 days worked as 14 Hour Key/Assistant Craftservice Provider
2. 5 days worked as Daily Background Craftservice Provider

**Reference letters** from at least three (3) IATSE 411 Craftservice members in good standing with a minimum of 2 years of membership in the IATSE Local 411 Craftservice caucus.

**NOTE: Prior to being approved for Membership – applicants must attend a Callsheet/Paperwork Seminar. Please note, this seminar will be held twice a year, contact the office for scheduled dates.**

Once your application has been voted on at the General Membership meeting, you will receive a phone call from the union office. If your application was supported by membership at the General Meeting, you will be required to meet with the Local's Operations Manager to complete the application process which includes:

- \$100.00 initiation fee
- Dues\* for the current quarter that you are making your application in.  
*\*Base Dues are currently \$125.00 per quarter (\$500.00 per year) and are subject to increase per the constitutional process.*
- Complete all additional paperwork, including:
  - Official IATSE Membership Application Form
  - Life Insurance Beneficiary Assignment Form
- Review basic Union policy with the Local's Operations Manager

**Note: Provide photocopies of your proof of qualifications, certifications, abstract, etc.  
~ORIGINALS WILL NOT BE ACCEPTED~**

PLEASE NOTE: Any incidents documented while working as an IATSE Local 411 Craftservice Provider Permittee will be forwarded to the Membership Committee for review.

New members are required to attend any introductory training programs presented by the Local and any other training courses that may be required or offered in the future by the Local or by government regulation.

Upon acceptance into membership, new members must attend the next General or Caucus meeting to be sworn in. In addition, they must attend a minimum of one General meeting per calendar year.

If you cannot attend the aforementioned meeting, you must contact the Local to make arrangements to be sworn in within 30 days of the General Meeting.

**Offers of membership must be accepted by the applicant and the application process completed within 30 days of notification.**

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**CRAFTSERVICE PROVIDER JOB DESCRIPTION**

*(per Schedule A1 of the IATSE Local 411 Craftservice Providers Collective Agreement)*

As directed by the Producer, or his/her designate, who is not a representative of the Craftservice company, the Craftservice Department shall maintain the Craftservice truck, as well as set up and maintain a Craftservice station on or near the shooting set. From the craft truck and on-set station, the Craftservice Department will provide the shooting crew and cast with items as approved by the Producer or his/her designate, who is not a representative of the Craftservice company. The Craftservice Department will provide to cast or crew members, in a timely manner, appropriate items in accordance with other applicable union contracts. The Craftservice Department is responsible for ensuring that approved stock items are available and replenished as required and shall shop or direct the purchase of approved stock items under the direction of the Producer or his/her designate, who is not a representative of the Craftservice company. The Craftservice Department shall report significant stock discrepancies to the Producer immediately. When required, the Craftservice Department shall operate and drive the Craftservice truck as directed by the Producer or his/her designate, who is not a representative of the Craftservice company. The Craftservice Department will maintain both truck, and station in a sanitary manner, meeting or surpassing any Federal, Provincial or Municipal standards. Each Craftservice Provider engaged must possess a valid and current Food Handler's Certificate from an accredited Safe Food Handling Program and any relevant licences and/or certificates that may be required by laws established at the location(s) the production is operating.