



# IATSE LOCAL 411

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

2087 Dundas Street East, Unit 104, Mississauga, ON L4X 2V7 Tel: 905-232-6411 Fax: 905-232-6412 [www.iatse411.ca](http://www.iatse411.ca)

## **CRAFTSERVICE ORIENTATION LATENESS AND CANCELLATION POLICY**

The Orientation will start promptly at the start time in which was provided to you by the Local 411 office. If you arrive late, you may be **denied** entrance to the Orientation session by the Facilitator(s). It is strongly recommended that you arrive 15 minutes early because in this industry, early means you are on time! If you arrive late and are not permitted to stay, this will result in the forfeit of the Orientation course fee.

If you are unable to attend the Orientation, in case of emergency or due to an unforeseen circumstance, please notify the Local 411 office **via phone** at 905-232-6411, PRIOR to the day of the course. If you are cancelling on the day of the course, a detailed message must be left on the voicemail at the Local 411 office, outlining why you were not able to attend. A refund will NOT be issued, however, we will put your name on a list for the next scheduled orientation. You **MUST** attend **both days** of the Orientation. If you miss one of the two days, you will be required to attend BOTH days at our next scheduled Orientation Session.

By registering for this course with IATSE Local 411, you have agreed to the above policy.

Thank you,  
IATSE Local 411  
Craftservice Training Committee

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