

APPLICATION INFORMATION

Thank you for your interest in ACFC West, Local 2020 CEP.

Please read this entire letter before sending your required application material and administration fee. Anyone planning to work in the film industry should have the ability to relate to others, be a team player, and be very flexible. An overall understanding of how departments relate to each other and a basic knowledge of the industry will also determine acceptance into the union.

REQUIREMENTS

- ✓ Completion of a recognized **Film Industry Orientation** course is required. Include photocopy of certificate. Offered at Capilano College at 604-984-4901 or www.capcollege.bc.ca as well as other post-secondary institutions.
- ✓ **WHMIS** Certificate (Workplace Hazardous Materials Information System). Include photocopy of certificate. Contact SHAPE at 604-733-4682 or www.shape.bc.ca as well as other recognized providers.
- ✓ **30 verifiable days worked on professional made for television productions or feature films**, (may vary in some departments) **IN THE POSITION YOU ARE APPLYING FOR.**
- ✓ Completed application in the department you are applying for.
- ✓ Signed Bargaining Authorization - form attached.
- ✓ Current resume **detailing the number of days worked on set.** Please see attached sample resume.
- ✓ Non-refundable application fee of \$85 payable by cash, cheque or money order. Application fee for a second department is \$25. You may apply for a MAXIMUM of two departments.

For more information, please visit our website at www.acfcwest.com. You can also e-mail applications@acfcwest.com or call **604-299-ACFC (2232)**, extension #570. Applications can be mailed or dropped off to the address below.

The \$85 fee is **NOT** a guarantee that you will be accepted as a member. Your application will be reviewed once all criteria are met. Should your application not be approved, you will be able to request re-application in the same department at a later date without charge.

Applications are submitted to the Council at any Council meeting (usually once per month). You will be informed in writing or by phone after your application has been reviewed.

RETAIN THIS COPY FOR YOUR RECORDS



COSTUME EVALUATION

DRIVERS LICENCE: Yes No
 Standard Car Truck
 Van Winnie Other: _____

Rentable Workspace: _____ Own Equipment: _____

Languages Spoken: _____ # of Films in Wardrobe: _____

LATEST FILMS:

DATE	TITLE	CATEGORY	# OF DAYS WORKED

EXPERIENCE:

	Key	Assistant Designer	Supervisor	Assistant Wardrobe	Costumer	Seamstress
Feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Low Budget Feature	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Television: Video	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Film	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercials	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Theatre	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Dance	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

SKILLS:

<input type="checkbox"/> Cutting: Contemporary:	<input type="checkbox"/> Male <input type="checkbox"/> Female	Period:	<input type="checkbox"/> Male <input type="checkbox"/> Female
<input type="checkbox"/> Tailoring	<input type="checkbox"/> Weaving		<input type="checkbox"/> Hiring/Managing
<input type="checkbox"/> Industrial Machine	<input type="checkbox"/> Fur		<input type="checkbox"/> Millinery
<input type="checkbox"/> Serger	<input type="checkbox"/> Leather		<input type="checkbox"/> Knitting
<input type="checkbox"/> Industrial Iron	<input type="checkbox"/> Breakdown		<input type="checkbox"/> Crochet
<input type="checkbox"/> Steamer	<input type="checkbox"/> Shopping		<input type="checkbox"/> Shoemaking
<input type="checkbox"/> Dyeing	<input type="checkbox"/> Wardrobe Continuity		<input type="checkbox"/> Beading
<input type="checkbox"/> Textile Printing	<input type="checkbox"/> On-Set Experience		<input type="checkbox"/> Sketching
<input type="checkbox"/> Photography	<input type="checkbox"/> Other: _____		

TYPES OF FILM: (Give # of films in each category)

Contemporary: _____ Period: _____
Science Fiction: _____ Other: _____
Preferred Period: _____

REFERENCES: (Director, Art Director, Production Manager, Key, Other) Phone Number

1. _____
2. _____
3. _____

CATEGORIES INCLUDE:

I. DESIGNER

Responsibilities of a Costume Designer are as follows:

- Script breakdown
- Research
- Achieving the look of the show through conversations with the Director, Art Director and D.O.P
- Attending production meetings
- Preparing the original budget
- Dealing with P.M. over the hiring of staff, permission for overtime
- Doing original line-up
- Preliminary and follow-up contact with principle actors
- Attending fittings
- On set the first time a new look is seen
- Responsible for wrap
- Responsible for all cash, deposits and rentals
- Able to drive
- **MUST OWN COMPLETE COSTUME KIT**

Qualifications for a Costume Designer:

- The Costume Designer must have worked under the auspices of ACFC West or another legitimate labour organization as a Costume Designer on: three Feature Films; two Feature Films and one TV Series; two Feature Films and one Movie of the Week; or two Feature Films and one Mini-Series.
- Set Supervisor experience on one Feature Film; one TV Series or one MOW. If the Designer has no set experience, then a Coordinator must be hired.
- The Designer must have knowledge of the responsibilities of the members of ACFC West's Costume Department.

Proposal for Permitting Designers into the Union:

A Designer should only be permitted in cases where their specialized knowledge is necessary or where there is no other ACFC West Designer available. If a Designer is permitted from outside of ACFC West, a permit request must be submitted.

II. ASSISTANT DESIGNER / TRUCK SUPERVISOR

The primary responsibility of an Assistant Designer / Truck Supervisor is to make sure that the Designer's "look" for a film is maintained throughout the shoot.

Responsibilities for Assistant Designers:

- Setting up office / workshop
- Script breakdown
- Controlling the budget for the Designer
- Setting up appointments for the secondary actors with the Designer
- Setting up truck with Set Supervisor
- Maintenance of the costumes
- Costume line-up
- Petty cash
- Inventory
- Laundry
- Costume sales
- Returning costumes to shops
- Able to drive
- Maintaining the truck book
- Initializing and maintaining contact with the Extra's Casting Agent to make sure the Designer's "look" is followed by the extras
- WRAP

Qualifications for Assistant Designer:

- The Assistant Designer must have worked under the auspices of ACFC West or another legitimate labour organization on: two complete Feature Films; two Movies of the Week; one Feature Film and one MOW; or one Feature Film and one Mini-Series or TV Series.
- Set experience as a Set Supervisor on one Feature Film, one TV Series or one MOW.
- Good knowledge of the city, suppliers, shops and rental houses.

III. COSTUME SET SUPERVISOR

Responsibilities During Prep:

- Script breakdown
- Setting up Continuity book
- Setting up Costume truck

Responsibilities During Shooting:

- Handling set
- Set up of costumes in dressing room
- Dealing with Actors
- Maintaining close working relationship with Assistant Designer
- Continuity of costumes (Polaroid's, notes, etc.)
- On set emergencies
- Carrying out Designer's "look"
- Informing Designer of any unavoidable costume changes – DAILY
- Laundry
- Wrap
- Able to drive
- Ownership of a good Set Kit

Qualifications for Costume Set Supervisor:

- Set Supervisor must have worked under the auspices of ACFC West or another legitimate labour organization on: two complete Feature Films; two Movies of the Week; 18 episodes of a TV Series; or a balanced combination of these.
- Second unit experience will not replace the above experience but will be considered an asset.
- Must have a good eye for continuity of costumes and be able to work well with actors.

1V. COSTUME ASSISTANT

The category of Costume Assistant covers Costume Assistants, Cutters, Sewers, Buyers, Dressers, Dyers, Tailors, Milliners, etc. Costume Assistants are helpers; they work with the Assistant Designer and the Set Supervisor with:

- Laundry
- Sewing / cutting
- Dying / aging / distressing
- Buying
- Knowledge of the set
- Knowledge of script breakdown and costume line-up
- Knowledge of continuity
- Ability to drive

Qualifications for Costume Assistant:

- Must have completed a well-balanced 30 working days in Feature Films, TV Series or Movies of the Week. Experience in Music Videos and Commercials will not replace the above experience but will be considered an asset.
- Good working knowledge of the city.
- Three recommendations from members in good standing along with an updated resume reflecting 90 days on ACFC West productions are required for upgrade to membership.

BARGAINING AUTHORIZATION

Name : _____
PLEASE PRINT CLEARLY

"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 this _____ day of _____, _____
DAY MONTH (Please Spell) YEAR

Signature: _____



SAMPLE RESUME

SUSIE DRIVEWELL

DRIVER – TRANSPORTATION DEPARTMENT

License: Class 6 and 1 w/Air Endorsement; 2001 Hair License #: 98765; W.H.M.I.S; Set Etiquette; Transportation of Dangerous Goods Certificate; Occupational First Aid Level I

SPECIAL ATTRIBUTES

High Rigging & Cable 1000 to 2000 ft; 3 years at Emily Carr Craft Service School; Microsoft Word & Excel

FEATURES

Little Lies Feb/08	Big Lie Production 10 Days	PM: John Doe Coordinator
Superman Dec/07	Superduper Shows 2 Days	PM: Jane Dodo Coordinator
Mr. T. Rules June/07	Mr. T. TV 30 Days	Coordinator: Mrs. T. Special Equipment Driver
Mrs. T. Rules Oct/06	Mrs. T. TV 1 Day	PM: Grandad Doe Coordinator

MOWS

Sun City Jan/08	Sunshine Studios 30 Days	Coordinator: Mr. Sunshine Driver
Cat & Dog Oct/07	Bob Barker Productions 4 Days	Coordinator: Miss Meow Special Equipment Driver
Madison Aug/07	Mad Dog Productions 20 Days	PM: Jonathan Jones Coordinator

TELEVISION SERIES

X-Filez Nov/08	Rainy Day Productions 10 Days	Coordinator: David Duke-Ovny Driver
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AWARDS

Journeyman High Rigger with Safety Ticket; I.C.S. Motor Racing 1st Place; The Annual Peggy Bundy Award for Excellence in Hair and Makeup

REFERENCES

Marsha Brady	Producer/Actor	(604) 456-7890
Hil Clinton	White House Administrator	(818) 240-2440
Don Johnson	Transport Coordinator	(505) 666-6969