

## 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](http://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](http://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](http://www.acfcwest.com). You can also e-mail [applications@acfcwest.com](mailto: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

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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

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

### FEATURES

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

### MOWS

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

### TELEVISION SERIES

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

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

### REFERENCES

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