

## 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**





**CRAFT SERVICES / FIRST AID EVALUATION**

INDUSTRIAL FIRST AID      YES                      NO                      LEVEL  
                                               1  2  3

CATERING EXPERIENCE      EXTENSIVE              SOME                      NONE  
                                              
COOKING EXPERIENCE                                                 

Have you had any experience on Film / TV / Video Productions?       Yes       No

I. If yes, please give details and experiences:

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II. Write a brief job description of your interpretation of this position:

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III. List any further interests or skills that may be relevant:

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## **CRAFT SERVICES / FIRST AID CRITERIA**

- Responsible for the purchase, rental, maintenance, cleaning, storage and transportation of all goods and equipment required by the FACS Department.
- Must hold a **current** Industrial First Aid (IFA) ticket issued by the Worker's Compensation Board. Craft Service, restaurant and / or catering experience are invaluable assets.
- Set up and maintain a Craft Service station to supply the production with coffee, tea, ice water, fruit, pastries and a multitude of sundry snack foods near the shooting set. A **substantial** snack (sandwiches, soup, etc.) must be provided three hours after crew call time and three hours after lunch.
- All equipment, supplies and vehicles required for the provision of FACS shall be furnished by the Production Company. Remember that most of this is a charge back or rental to the Production Company.

### **FIRST AID EQUIPMENT:**

You are required to have a complete WCB #3 Kit; O2 therapy (tank, masks); spine board; hard collars, etc. Consult WCB Health and Safety Regulations book (available at the ACFC office or the WCB / IFA course) for the specifics of the hazard classification of the film workplace and the medical equipment required. Requirements vary with location. Phone Industrial First Aid at WCB if any questions arise that you cannot discern from reading the handbook.

### **DRY GOODS:**

Styrofoam cups; lids; plastic plates; bowls; napkins; stir sticks; cutlery; paper towels; facial tissues; J-Cloths; moist towelettes; toothpicks; matches; Ziplock bags; plastic bags; plastic wrap; aluminum foil; dish detergent; large plastic garbage pail and lid; ashtrays; etc.

Odds and ends such as birthday candles; sunblock; feminine hygiene products; Aspirin and other over the counter medicinals may be helpful. People turn to CSFA when they don't know where to go. Be creative.

## CRAFT SERVICES SUPPLY LIST

### GEAR AND DRY GOODS:

<u>Quantity</u>	<u>Item</u>
2	30 cup (or larger) coffee urns. Get two so you can be brewing while the crew is draining the other. Best to brew one at home with a timer so that you arrive with hot coffee. Most have another 50-100 cup urn as well.
1	Large teapot (and teacozy).
1	Electric kettle
1	Large thermos (12 cup or larger) in which to store boiling water for instant hot chocolate, Cup of Soup, tea, etc.
2 - 3	Glass lined carafes for milk and cream in hot weather (keeps them sanitary and cool).
3	Coolers – 2 for pop / juice, 1 for cold food storage (meats, cheese, veggies, etc).
1 – 2	Folding work tables (6 – 8 feet long).
1	Toaster oven / toaster
1	Microwave oven (if budget allows, or maybe from set).
1	Hot pot / soup urn (good for boiling eggs, too).
1 – 2	Cutting boards
3 +	Large serving platters (aluminum disposable type – we don't throw them out).
3 +	Plastic bowls for potato chips, pretzels, fruit, etc.
1	Large water container (Coleman type – 20 litre) in case location has no water.
1	Large plastic garbage can
1	Small butt can
6+	Airtight containers to store butter, egg salad, etc.
1	Roll plastic wrap
1	Roll tin foil
1	Case paper towels
1	Potato peeler
6	Butter knives
2	Bread cutting knives
2	Paring knives
1	Case paper / Styrofoam coffee cups
500	Stir sticks
1	Box J-Cloths
1	Case paper napkins / doilies
1	Case / bag green garbage bags
1	Bottle dish detergent

Many assorted baskets, bowls, serving containers (waterproof) for odds and ends (safety pins, sewing kit, flashlight... anything). It is helpful to have an awning or 8' x 8' x 4/5' tarp to protect foodstuffs on table and under which people can stand to pour coffee and grab a bite.

## **FOOD STUFFS**

### **Fresh Daily:**

- ½ dozen bagels, croissants, doughnuts, muffins
- 1 loaf rye bread, whole wheat and maybe white (try to cut a deal with a local bakery)
- 2 litres 2% milk, 1 litre cream

### **Other Foods:**

- 2 litres each of apple, orange and grapefruit juice
- Box of tea; at least 10lbx of quality coffee; jar of decaffeinated coffee; instant hot chocolate; Cup of Soups; herbal teas
- Sugar & Sugar Substitutes
- Fresh fruit only (please make sure all fruit has been washed): bananas; apples; oranges (cut into sections – no one has time to peel them); seedless grapes; lemons for tea
- Butter; peanut butter; jam; honey for tea; eggs; mayonnaise; mustard, canned tuna; canned salmon
- Selection of cold cuts (2lbs)
- 2 lbs cheddar cheese; 2 lbs cream cheese
- Lettuce and tomatoes – enough for sandwiches
- Carrots; celery; zucchini; broccoli for veggie platter
- 2 kinds of salad dressing for dipping veggies
- Selection of cookies – 4 different bags at a time
- Selection of potato chips (sour cream & onion; regular; barbecue; jalapeno; etc); pretzels; cheese balls; microwave popcorn
- Keep a couple packages of gum, some sugarless, and mints out in a bowl
- Bottles of Tylenol; ASA; vitamin C (500 mg); Tums; feminine hygiene products

**\* Check with Lighting Department re: extension cords and proper electricity \***

## **JUST A FEW THINGS TO KEEP IN MIND:**

Please keep the Craft Service area neat, clean and orderly. You will have to be constantly tidying up after people in your area and around the location. Make sure you have a couple of garbage bags set up at your area and most people will pick up after themselves.

There must be a constant supply of **hot coffee** and **hot water**. This must be ready for the crew's arrival on set. I suggest buying a light timer from a hardware store so you can set it up the night before... but make sure it will work for you!

Start the day by putting out breakfast oriented foods such as bagels, muffins, peanut butter, jam, toast, juices, etc... it's more welcoming than if the crew has to go fishing through bags of stuff to find what they want. You will have to juggle a bit to make sure the food doesn't dry out. Keep a small supply of cereal and cereal bowls on hand for people who have early calls. Crew who have early calls may also require a sandwich or substantial snack half way between call time and lunch time. You may end up making these or arranging for the ordering and delivery of these snacks.

Vegetable platter with dips, and fruit platter should be made a couple of hours after lunch. Bring them around to where people are working.

Sometimes people (i.e. Camera Department) can't get away from their work to visit the Craft Service table and they may be hungry, so at some point in the day, you might make up a few sandwiches and take them around.

You may want to check with some people throughout the day if they would like a coffee, tea or cold drink brought to them.

Put junk food out late in the day when people might need a bit of sugar to keep them going.

Try to avoid buying products at convenience stores – they are expensive. Look into getting your dry goods from a wholesaler.

Have lots of fun, be bright and cheery and the crew will love you!

# 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