

## 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**



## PUBLICITY APPLICATION

PUBLICIST

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ POSTAL CODE: \_\_\_\_\_

PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_ FAX: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

I consent using the information in this application for the purpose of representing me as set out in the CEP Privacy Policy.

I do this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ hereby make application for  
DAY MONTH (Please Spell) YEAR

Membership in ACFC West, Local 2020 CEP. I do further agree that I will accept and fully observe the Constitution and By-Laws of ACFC West now in force or hereafter adopted.

A one time \$85 **Non-Refundable Administration Fee**, payable by cash, cheque, or money order must be submitted with your department application (including additional criteria), Bargaining Authorization, proof of WHMIS, Film Orientation Course, and resume.

CASH  CHEQUE #: \_\_\_\_\_

MONEY ORDER RECEIPT #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

WITNESS: \_\_\_\_\_



## CRITERIA FOR PUBLICISTS

1. Hire video operators; put together electronic press kits
2. Put together press kits (i.e. bios, photos, etc.)
3. Demonstrate competent writing skills, and be able to apply them to producing succinct biographies of actors, film synopses, one-liners, production notes, items for columnists
4. Demonstrate excellent public relations skills
5. Know how to put together budgets
6. Identify good photography and have some knowledge of photography; work with stills photographers
7. Demonstrate marketing and or advertising background
8. Cultivate press relations (i.e. which press contacts need what)
9. Set-up mailing lists for press
10. Write press releases
11. Work with A.D.'s, directors, distributors, producers, talent, etc.

# 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