

Make-up Artists & Hair Stylists Local 798, I.A.T.S.E. –Requirements to Join
revised Oct. 22, 2020

Dear Prospective Applicant:

Thank you for inquiring about membership into Local 798. Please read all of the following information carefully. It explains the Application Process required for admittance into Local 798. After reading, you will know what information you will need and where it is to be sent. Do NOT call the Union office; the office receives hundreds of applications annually. To ensure receipt of your package, send it Certified Mail, or Return Receipt Requested. Again, please do NOT call the Union office.

Do NOT send photographs of your work. They are not necessary at this time.

The Initiation fee for Local 798 is currently \$3,500.00 (this fee is subject to change). If you are accepted into Local 798, you must pay the initiation fee of \$3,500.00 IN FULL within six (6) months from the date on your letter of acceptance or invoice.

About Local 798:

Make-Up Artists & Hair Stylists Local 798 is chartered under our parent union—the I.A.T.S.E., or "International Alliance of Theatrical Stage Employees." The I.A.T.S.E. represents Local 798 members as well as thousands of other show business union members working at various trades in multiple venues, including movies, television, commercials, live theater and new media. When you join Local 798, you also join the I.A.T.S.E., and you will be expected to conform to all policies and practices specified under both the 798 Constitution and the I.A.T.S.E. Constitution.

There shall be no discrimination against any person in respect to membership in this Local by sex, race, creed, color, national origin, sexual orientation, age or any other reason as covered by applicable federal, state and municipal laws.

PLEASE UNDERSTAND:

Joining Local 798 does NOT guarantee employment; Local 798 is not a hiring hall. Local 798 is comprised of members who are employed on a day- by-day basis. You are responsible for securing employment. The Union is responsible for representing its members under the Contracts which includes fair wages and benefits.

Please read the following instructions carefully or your Application may be REJECTED!

Submit your paperwork by mail or Certified, Return Receipt mail to:

Make-Up Artists and Hair Stylists Local 798, I.A.T.S.E.
Attn: Membership Committee
70 West 36th Street, Suite 4A
New York, NY 10018

Applications are accepted from JANUARY 2nd through MARCH 31st. No Applications will be accepted after **MARCH 31st!**

Requirements for APPLICATION TO MEMBERSHIP in LOCAL 798:

STEP ONE: APPLICATION SUBMISSIONS PACKETS to include:

All paperwork, including your resume and cover letter, must include your legal name. Please don't submit 'stage names' with legal name. **We need your legal name on everything!**

Do not submit original documents because they will not be returned to you. You can only apply for **ONE CRAFT**. You **must choose** to apply as either a Make-Up Artist or Hair Stylist. You **cannot** choose both. If you are rejected and want to reapply, you must resubmit everything again. **Therefore, make sure to submit copies.**

1. COVER LETTER: A brief Cover Letter stating what you are applying for: Make-Up Artist OR Hair Stylist.

Your Cover Letter must state the following:

All of the photocopies of the documents are "true copies" of the originals.

The cover letter **must** be typed, signed with your **Legal Name (not a stage name or nickname)**, and include your current address, telephone number AND email address. It is your responsibility to notify Local 798 by mail if you have a change in address, telephone number or email address.

2. RESUME: Submit a clear and concise resume that details all credits you may have in the entertainment field that are included under Local 798's contracts only. Also include any pertinent education you have received for your craft. **Use your legal name; do not use a stage name or nickname.**

Resumes should reflect credits in your chosen craft only.

As non-union, your credits may be for both Hair and Make-Up. **On your resume, keep your job credit BUT only list the craft you are choosing.** You cannot switch crafts once your paperwork is submitted. **Your telephone number and email address must be on your RESUME.** If you have a website, make sure to put the website address on your RESUME.

Please include the names and contact information of the people who wrote your reference letters for your application submission under "References" on your RESUME.

3. NOTARIZED SIGNATURE: The signature on the **TERMS and CONDITIONS of Local 798 Application Process must be included and notarized. The form must display your legal name.** The Terms and Conditions of Local 798 Application Process acknowledges that you understand and agree to the timetable and stipulations of our enrollment process.

(You do not need to notarize all the other documents you are submitting.)

4. PROOF of AGE and CITIZENSHIP: A **copy** of your valid Driver's License or State photo I.D., Passport or Birth Certificate that proves you are of legal age to engage in gainful employment within the Jurisdiction of Local 798. If you are not a U.S. citizen, you must supply a **notarized copy** of your valid work/residency visa and a **copy** of your valid passport.

5. PROOF of 18 MONTHS RESIDENCY in LOCAL 798's JURISDICTION: This is in accordance with the I.A.T.S.E. Constitution. We need at least two documents for residency – **copies, not originals.**

EXAMPLES: Car Registration, Utility Bills, Rental Agreement, Mortgage Bill, Telephone Bill. You can submit **copies** of your Bank Statements or Tax Returns, but make sure all the private financial information is crossed out. In order to prove that you have lived within Local 798's jurisdiction for a minimum period of 18 months, include dates on your **copies** that go back at least 18 months chronologically up until the present date. The Jurisdiction of Local 798 is on <https://www.local798.net> Click on "OUR JURISDICTION".

Please use a highlighter to circle the following items:

- Document name
- Your address listed
- Your name
- All pertinent dates that serve to prove your residency

6. LICENSE & EDUCATION:

Hair Stylist applicants: A **copy** of your Cosmetologist license and / OR a copy of your Barber license is required. A natural hair styling license will not be considered as a primary license.

Make-Up applicants: If you have a **copy** of a school Diploma or Certificate of Completion for make-up school/art school classes/theatre/fine arts, please include.

7. REFERENCE LETTERS: Include within your application package: Must have three letters of reference from within the entertainment field, preferably from people in your craft in the Entertainment industry. Make sure ALL reference letters have a name, title, phone number & address. We will contact your references to verify information. Do NOT email your letters of reference to us; include them with your submission.

8. PROOF of 180 DAYS PAID WORK: Submit Proof of a minimum of 180 paid days in chronological order of the last 4 consecutive years in your chosen craft (**This added year is due to the COVID shutdowns in 2020**):

- (a) **Copies** of your Payroll or Production Company Pay-stubs and/or;
- (b) **Copies** of Invoices with a Production Pay-stub attached to the invoice and/or;
- (c) Copies of Call Sheets, FRONT & BACK (NOT PRELIMS). Some Call Sheets are only one page, but your name and title must be TYPED IN BY PRODUCTION along with rest of crew members on all Call Sheet submissions and/or;
- (d) **Copies** of Network payroll sheets. Must include a signed letter on the company letterhead stating you worked the days on the payroll sheet(s).

Whether you choose to submit copies of Payroll, Production company Pay-stubs or Call Sheets, please be sure to use a highlighting pen to circle the following items:

Production Company - Project name - Your name - Your job title – Dates - Number of Days worked. (If number of Days isn't listed, write the number of days in a circle.)

Please note, the following are NOT acceptable as Proof of Work:

Personal checks - Cash receipts - Invoices without attached Pay-Stubs - Personal calendars - Emails/letters saying you are/were hired.

Remember: **Proof of Days** must be for Film, Television, Commercials, Theatre or Video. These classifications are covered under Local 798 Contracts. **Your paid work can be on non-union film, television, theatre etc.**

Print/editorial/photo shoots, weddings, salon work, haunted house venues, theme parks, wax museums are **NOT** considered work covered under Local 798 contracts.

Insert a Table of Contents before your PROOF OF 180 DAYS. Here's an example:
PROOF OF DAYS

Table of Contents:

"Action Adventure Guy - Indie Movie Prods Co. - Call sheet copies - 55 days

"Channel 5 Action News" - Channel 5- - Paystub copies (circle days on each)- 35 days

"Valentine's Day Concert" - City Opera House - Invoice AND Pay-stub copy – 12 days

STEP TWO – APPLICATION SUBMISSION PACKET SCREENING:

Once your application is received by the office, it will be reviewed by the Membership Committee. This Committee consists of Local 798 members who will screen your application submission packet for the requirements listed. They do not work at the Local 798 office, so please do not call the office. All references will be checked.

Your application will automatically be rejected if:

- It is incomplete
- You have falsified any information and/or
- You were expelled from another Local Union within the I.A.T.S.E.

After your application submission packet has been reviewed by the Committee, you will either be accepted for or denied an interview. You will be informed via **mail by the end of May** if you were rejected or accepted for an interview.

STEP THREE - THE INTERVIEW:

If accepted for an interview, you will receive:

1. Information regarding the interview: **Conference Call** date and time
2. An RSVP form to accept the Interview.
3. The RSVP must be **mailed** back to the office postmarked **no later than July 1st**.
RSVPs postmarked after that date will be rejected.

If you are unable to make your interview due to an emergency, please contact the Membership Committee ASAP or you will have to reapply and resubmit ALL necessary documents next year. Interviews happen once a year.

Interviews are conducted in July or August of the present year. Your acceptance letter will inform you of the date and time of your **Conference Call** interview. Local 798 members from your chosen craft will conduct the interviews. You must be reachable by the phone number you provide on your RSVP on time. **If we are unable to reach you, you may be rejected.** A reasonable explanation may be permitted by the Membership Committee.

For the **Interview**, the Membership Committee prefers a Digital Portfolio -- online or flash drive **LABELED WITH YOUR NAME** – over a book portfolio. You must also provide three (3) copies of your resume. **Please include the names and contact**

information of the people who wrote your reference letters for your application submission under “References” on your RESUME.

For your **Conference Call Interview**: You can mail a flash drive **Labeled with your NAME** along with **3 copies** of your resume to the office c/o Membership Committee **OR** you can provide a link to your **website**. Your website must include your resume along with your online photo galleries.

The portfolio version you choose to submit must be specific to the requirements requested, showing two or three of your best examples for each category. Be sure to organize your portfolio, instead of including everything you have at random. **You must clearly label all your portfolio photo submissions with the category they are representing.**

Before/after shots or process shots are acceptable, but all photos must show the work clearly and should **not be retouched or photoshopped in any way**.

Digital thumbnail photos **MUST** have the ability to be enlarged to be viewed in clear detail. Having loose photos or digital photos that cannot be viewed clearly will result in rejection.

MAKE-UP ARTISTS -All Applicants applying for membership must be able to show in their portfolio that they can perform make-up and color correction on different skin tones and ethnicities. Please include examples of the following along with other portfolio photos that showcase your range and ability:

- Straight & Corrective
- Beauty/Fashion
- Time Period (pick two of the following time periods and create a look: 1800's, 1920, 1930, 1940, 1950, 1960, 1970, 1980, and/or 1990. **LABEL THE TIME PERIOD**. Be prepared to discuss your references for this work.
- Aging with Highlight/Shadow, Stretch/Stipple
- Facial Hair: lace pieces as well as hand-laying for mustache, sideburns, beard (show hair textures)
- Bald Cap (Pics of the front, back, and both sides)
- Basic FX: An example of each: Dirt, Sweat, Scars, Burns, Cuts, Bruises, Scabs. Can mix together in demonstration photos if no work/on set photos are available. Must look camera- ready.
- Tattoos – Application, Coverage and Alteration

HAIR STYLISTS -All Applicants applying for membership must be able to show in their portfolio that they can cut and style on different hair textures and ethnicities. Please include examples of the following along with other portfolio photos that showcase your range and ability.

- Beauty/Fashion – Women
- Character hairstyle - Men & Women (Example: fantasy, street bum)
- Time Period hairstyles - Men & Women Front & back view. (Pick from two of the following time periods and create a look: 1800's, 1920, 1930, 1940, 1950, 1960, 1970, 1980, and/or 1990. Be prepared to discuss your references for this work.
- Men's haircuts – **A variety of** different texture hair, front & back views
- Wig Work - (show examples on people, not on blocks)

You cannot switch the Craft you have applied for during the Interview process. We will send you a letter notifying you of your acceptance or rejection by the end of October of

the same year as your interview. If you are invited to join Local 798, you will receive a packet from the Union office that includes:

- An Application into I.A.T.S.E.
- A Local 798 Membership form
- The Local 798 Pledge
- A Local 798 Dues Agreement form

You **must** take the Membership Orientation Class before you are able to join. Send an email to the email address that is provided with your packet to sign up for the required Local 798 Membership Orientation Class. Please complete, sign, and mail back all of the aforementioned to Local 798, along with your full payment, no later than six (6) months from the date on your invoice. **You can pay the initiation fee of \$3,500.00 (subject to change) via credit card, postal money order or certified check.** No personal checks will be accepted.

After your payment is processed, we will mail your packet with a Welcome letter of acceptance, a Local 798 Constitution and Bylaws, a Description of Benefits, a Member's Handbook and your Membership card with your Member number on it.

If your application is rejected, you may re-apply in the next application cycle. **Please email any questions to the Membership Committee at: membership@local798.net**

**Thank you.
Local 798 I.A.T.S.E.
Membership Committee
membership@local798.net**