

## **Make-up Artists & Hair Stylists Local 798, I.A.T.S.E. –Requirements to Join**

revised March 16th, 2022

Dear Prospective Applicant:

Thank you for inquiring about membership into Local 798. Please read all 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 until you are invited to submit a portfolio for step three.

**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 composed 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 TWO times a year, from JANUARY 2nd through JANUARY 31<sup>st</sup> and JUNE 1<sup>st</sup> through JUNE 31<sup>st</sup>. **No Applications will be accepted outside of those time windows!**

### **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'. **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 and will be reduced to 3 years in 2024**):

- (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).

**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

**For Regional or Summer Stock Theater Internships:** Up to **60 days** of the 180 days total "Proof of Work" requirement may be from **paid work running shows** during an internship program. You must have been **paid** for the internship, provide a **written description** of the internship, as well as provide the **show calendar** for each production for this to be accepted as part of a "Proof of Work" submission.

**Whether you choose to submit copies of Payroll, Production company Pay-stubs, Call Sheets, or Theatrical Schedules, 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.

**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 March/April** (first application window) **or July/August** (second application window) 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 the date marked on the RSVP Letter**.

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 between April-May and August of the present year (depending on submission window). 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 clearly labeled photo galleries.

The portfolio version you choose to submit must be specific to the requirements requested, showing two or three examples for each category. Be sure to organize and label your portfolio, instead of including everything you have at random. **You must clearly label each of your portfolio photos 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 clearly in detail. Having loose photos or digital photos that cannot be viewed clearly will result in rejection.

**MAKE-UP APPLICANTS** – All artists applying for membership must submit a portfolio showing their ability to perform makeup and color correction on a **variety of different skin tones and types**. Please include examples of the following along with other portfolio photos that showcase your range and ability. **A minimum of 2 different looks per category with corresponding pictures is required. Before and after photos are encouraged for each category whenever possible (required starting 2024)**

- Straight & Corrective
- Beauty/Fashion
- Character – example: Fantasy, frozen, villain, futuristic, street bum, etc.
- Period Make-up – Pick two periods from the following list and create a look: 1800's, 1920's, 1930's, 1940's, 1950's, 1960's, 1970's, and/or 1980's. **Label the period.** Provide research/references used and be prepared to discuss your references for this work.
- Aging with Highlight/Shadow as well as Stretch/Stipple with 2 different looks.

- Facial Hair - (Defined as Mustaches, Beard, and Sideburns)  
Must show examples of at least two out of the three above mentioned facial areas and represent **BOTH**: A) Lace piece application **AND** B) Hand-laid facial hair (showing different hair textures)
- Bald Cap - Pictures of the **front, back, and both sides**.
- Basic FX - An example of each: Dirt, Sweat, Scars, Burns, Cuts, Bruises, Scabs. You may mix examples together in demonstration photos if no work/on set photos are available. **Must look camera ready**.
- Tattoos – Application, Coverage, and Alteration

**HAIR APPLICANTS-** All Hair applicants applying for membership must submit a portfolio showcasing their ability to cut and style **on different hair textures and types**. Please include examples of the following along with other portfolio photos that showcase your range and ability. **A minimum of 2 different looks per category with corresponding pictures is required. Before and after photos are requested for each category (required starting 2024).**

**Requirements for Hair Stylist Portfolio** (Defined as an applicant with a valid Cosmetology License): Should be shown on a range of hair types and textures

- Beauty/Fashion
- Character hairstyle - example: fantasy, villain, street bum, frozen, burnt/singed, etc.
- Aging – with color and/or pieces. natural and realistic looking (Camera ready)
- Period hairstyles – Men & Women (Pick two from the following periods and create a look: 1800's, 1920's, 1930's, 1940's, 1950's, 1960's, 1970's, and/or 1980's). **Label the period.** Provide research used and be prepared to discuss your references for this work.
- Men's haircuts – Provide a minimum of 2 men's haircuts on a **variety of different hair textures** (provide front back and side views)
- Wig Work – Showing examples of styling and application on people, not on the block

**Requirements for Barber Portfolio** (Defined as an applicant with a valid Master Barber License): Should be shown on a range of hair textures and types

- Cutting - On a **variety of different hair textures and types** (provide front back and side views)
  - Taper
  - Fades (low, med, or high)
  - Caesar (all one length)
  - Edge lineup (hairline and beard)
  - Longer men's cut such as men's shag or mullet
  - Afro or flat top cut
- Hair styling:
  - Period work (Pick two from the following periods and create a look: 1800's, 1920's, 1930's, 1950's, 1960's, 1970's, 1980's and/or 1990's) **Label the period.** Provide research used and be prepared to discuss your references for this work.
  - Blow drying technique such as pompadour or 1970s feathered look.
  - Use of hair enhancements such as color sprays or fibers to fill in the hair. (Must Provide before and after pictures)

- Character styles - example: fantasy, villain, street bum, frozen, burnt/singed, etc.
- Not required but encouraged: women's haircuts or styles, men's hair pieces such as toupees and toppers.