

**Dear Prospective Applicant:**

**revised 2018**

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.

Photographs of your work are not necessary at this time. Do NOT send them now.

**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/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 theatre 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. You will take an oath to this effect if you do join Local 798.

Joining Local 798 does NOT mean you are guaranteed employment. Local 798 is not a hiring hall. Local 798 is composed of a FREELANCE workforce; people who are employed on a day- by-day basis. You are responsible for securing employment. The Union is responsible for representing its members within the contracts and securing wages and Benefits.

Please Read Carefully and Follow the Directions Exactly or your Application may be Rejected.

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

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

Applications are accepted from JAN 2nd, up to but not later than, MAR. 31st. of the present year. **No Applications Accepted After MARCH 31st.**

**Requirements for APPLICATION TO MEMBERSHIP of LOCAL 798:**

## **STEP ONE: SUBMISSIONS:**

**All paperwork including resume, cover letter must be in the legal name that you would use to apply to the Local. Please don't submit 'stage names' with legal name. We need your legal name on everything.**

Include **copies** of the following: **Do not submit originals as nothing will be returned.** If you are rejected, and want to reapply, you must resubmit everything again.

You can only apply for one Craft. You must choose either Make-Up Artist or Hair Stylist. You cannot do both.

**1. COVER LETTER:** A brief Cover Letter stating that you are applying for: Make-Up Artist OR Hair Stylist. Your cover letter must state that all of the photocopies of documents attached to the cover letter are "true copies" of the originals.

**The cover letter must be typed, signed with your Legal Name, and include your current address, and telephone number.**

**2. RESUME: Use your legal name, no 'stage name'.** **Submit:** A clear and concise resume that details all credits you may have, in the entertainment fields that are covered under Local 798's contracts only. Include any pertinent education you have received for your chosen craft.

**Resumes should reflect credits in your chosen craft only.** You will be rejected if your resume lists both crafts. You cannot switch crafts once this paperwork is submitted. (As non-union, your credits may be for both Hair and Make-Up. On your resume, keep the job credit BUT only list the craft you are choosing.)

Your current mailing address and telephone number must be on your RESUME. It is your responsibility to notify Local 798 by mail if you have a change in address or telephone number. If you have a website, make sure to put the website address on your RESUME.

**3. NOTARIZED SIGNATURE:** The **signature** on the **TERMS and CONDITIONS of Local 798 Application Process** must be **notarized** and **included**. **It must be your legal name.** It's acknowledging that you understand and agree to the timetable and stipulations of our enrollment process.

(You do not need to notarize 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 proving 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 us with 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 to see at least two of the following (examples) for residency: Car Registration, Utility Bills, Rental Agreement, Mortgage Bill, Telephone Bill. In order to show that you have lived within Local 798's jurisdiction for a minimum period of 18 months, be sure there are dates on your **copies** that go back at least 18 months along with showing the present date. The Jurisdiction of Local 798 is on our website. Click on OUR JURISDICTION.

With a highlighting pen, please highlight 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 Cosmetologist license is required. (Barber and natural hair styling licenses will not be considered as a primary license.)

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

**7. REFERENCE LETTERS:** Three letters of reference from within the entertainment field (preferably from people in your chosen craft in the Entertainment industry). Make sure ALL reference letters have a name, title, phone number & address — especially if they are emailed references. We have to be able to contact a reference to verify.

**8. PROOF of 180 DAYS PAID WORK:** Submit for Proof of paid days in chronological order showing a minimum 180 paid days in the last 3 consecutive years in your chosen craft: (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.

(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 / # of Days worked (if # of Days isn't listed, write number of days & circle.)

Please note, the following are NOT acceptable as Proof of Work: personal checks; cash receipts, invoices without attached Pay-Stubs, personal calendars, and emails/letters saying you are/were hired. Remember: proof of days must be for Film, Television, Theatre or Video. This is the work that is covered under Local 798 contracts. Print/editorial/photo shoots, weddings, and salon work are NOT considered work covered under local 798 contracts.

#### **STEP TWO - APPLICATION SCREENING:**

Once your application is received by the office, it will be reviewed by the Membership Committee. This Committee consists of a group of Local 798 members who will decide on your application by a majority vote. All references will be checked.

Your application will automatically be rejected if:

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

Once your packet has been reviewed by the Committee, you will either be accepted for or denied an interview for the current year.

You will be informed via mail by the end of May of either your Rejection or your Acceptance for an Interview.

#### **STEP THREE - THE INTERVIEW:**

If accepted for an interview you will receive:

1. Information regarding the Interview location, date and time and
2. An RSVP form accepting the Interview.

The RSVP must be mailed back to the office postmarked no later than July 1<sup>st</sup>. RSVPs postmarked after that date will be rejected.

If you are unable to make this Interview, you will have to reapply and resubmit all necessary documents the following year as Interviews happen only once a year.

**Interviews** are conducted in July or August of the present year. You will be told the date, time and location in your letter. Local 798 members in good standing from your chosen craft will conduct the interviews. You must arrive on time. If you do not show up, you will be rejected. A reasonable exception may be allowed by the Committee.

You are required to bring either a Book Portfolio with photos no smaller than 5x7 or a Digital Portfolio (online or flash drive) along with Three (3) copies of your Resume. (Before/after shots or process shots are acceptable but all photos must show the work clearly and 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** please include examples of the following along with other portfolio photos :

Straight & Corrective

Beauty/Fashion Period

Aging with Highlight/Shadow, Stretch/Stipple

Facial Hair: lace pieces as well as hand-laying for mustache, sideburns, beard Bald Cap

Basic FX: Dirt, Sweat, Scars, Burns, Cuts, Bruises, Scabs (An example of each; can mix together in demonstration photos if no work photos available. Must look camera ready.)

**HAIR STYLISTS** please include examples of the following along with other portfolio photos:

Beauty/Fashion - Women

Character hair style - Men & Women (Ex: fantasy, street bum, rock star) Period hair

styles - Men & Women (your choice of period) - front & back view Men's haircuts

Wig Work

You cannot switch the Craft you have applied for during the Interview process.

A letter notifying you of your acceptance or rejection will be sent by the end of September 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, along with a Local 798 Dues Agreement form and an email address to schedule a required Local 798 Membership Orientation Class. You must take the Membership Orientation Class before you are able to join. Please complete, sign, and mail back together to Local 798, along with your full payment no later than six (6) months from the date on your invoice or you will no longer be eligible to join without reapplying again. **You can pay the initiation fee of \$3,500.00 (subject to change) at this time via credit card, postal money order or certified check.** No personal checks will be accepted.

Once this is received by the office, you will then receive a 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 at Contact Us on our website.** <https://www.local798.net>  
All results from the Membership Committee and Executive Board are final.

**Thank you. Local 798 Membership Committee**