

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

revised 11/27/2022

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. Send all inquiries to membership@local798.net

Do **NOT** send physical photographs of your work.

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 TWO times a year, JANUARY 2nd through FEBRUARY 28th (2023 ONLY, Jan. 2nd-Jan. 31st all following years), and JUNE 1st through JUNE 31st. **No Applications will be accepted outside of those windows!**

APPLICATION REQUIREMENTS FOR LOCAL 798 MEMBERSHIP:

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

revised 11/27/2022

STEP ONE: APPLICATION 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/SFX Artist **OR** Hair Stylist/Barber. You cannot choose both. If you are rejected and want to reapply, you must resubmit everything again. **Therefore, make sure to submit copies.**

A) COVER LETTER: A brief Cover Letter stating what you are applying for: Make-Up Artist/SFX Artist OR Hair Stylist/Barber

Your Cover Letter must state the following:

Must Explicitly state: **"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.

B) RESUME: Submit a clear and concise resume that details all credits you may have in the entertainment field that would be covered under Local 798's contracts if it were a union job. 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, you may be hired for both Hair and Make-Up on a job. **On your resume, keep your job credit BUT only list the craft you are applying for, even if you did both or the other craft while working.**

You cannot switch crafts once your paperwork is submitted. Your telephone number, website, and email address must be 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.

C) 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.)

D) PROOF of AGE and CITIZENSHIP: A **copy** of your valid Driver's License or State photo I.D., Passport or 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 showing the 18 month time span – **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".

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

revised 11/27/2022

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. Your license must match the sub-craft you are applying for. i.e. Cosmetology license for Hair stylist, Barber License for Barber.

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, or Esthetician license, please include.

7. FOUR REFERENCE LETTERS: Include within your application package: Must have four letters of reference from within the entertainment field. A minimum of **TWO must be current Local 798 members**, others are 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 as of 2024**):

- Copies** of your Payroll or Production Company Pay-stubs and/or;
- Copies** of Invoices with a Production Pay-stub attached to the invoice and/or;
- 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;
- Copies** of Network payroll sheets. Must include a signed letter on the company letterhead stating you worked the days on the payroll sheet(s).

For Regional or Summer Stock Theater Internships: Up to **60 days** of the 180 paid days total for proof of work may be from paid work **running shows** during an internship program. You must have been paid for internship, you must provide a **written description** of the internship, as well as provide the **show calendar** for each production and some form of proof you were paid.

Whether you choose to submit copies of Payroll, Production company Pay-stubs or Call Sheets/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 doing craft. (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:

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

revised 11/27/2022

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

All **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/retail work, haunted house venues, theme parks, wax museums, fashion shows, and concerts 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

9. Portfolio Website containing all required photos for the craft you are applying for i.e Hair stylist, Barber, Makeup, or SFX Makeup.

The Membership Committee Requires a Website Portfolio in your application packet. We will **no longer** accept Physical Portfolios or Flash Drives. Organized Google Drives will be accepted in lieu of a website. Missing photos from any category will result in failure to fulfill the requirements.

Your portfolio website must be specific to the requirements requested in your craft. **2 different looks per category** with corresponding photos of before, process, and finished work are **required** unless noted otherwise. Be sure to organize and label your portfolio, instead of including everything you have at random. **You must clearly label each of your photo galleries and portfolio photos with the category they represent** instead of including everything you have at random.

ALL Website Portfolios MUST be maintained and viewable until you receive your letter of acceptance or rejection in the mail!

All work presented must be done solely by the applicant and look camera ready. All photos **must be in focus and show the work clearly**. **Retouched, photoshopped, or Face Tuned will not be accepted.** Full photos should be framed to minimize background and have your work take up most of the frame to show the details. Digital thumbnail photos **MUST** have the ability to be enlarged to be viewed clearly in detail. Having unlabeled photos or photos that cannot be viewed clearly will result in failure to fulfill the requirements.

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** to find out your results. 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.

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

revised 11/27/2022

After your application submission packet has been reviewed by the Committee, you will be informed of your results **via mail** **within 8-12 weeks after the close of each application window**. If you have not received your results after that time, you may email membership@local798.net.