

Survival Guide for New Hires

The first thing you should do after completing your paperwork is login to www.CallSteward.com, to verify your information is correct and update your availability. While waiting for the union to call you it is a good idea to make sure you have all the required tools and have them in a bag and ready to go at a moment's notice. If you need an EpiPen or inhaler, it is a good idea to put one in your tool bag. You will also want to make sure to complete the *Introduction to Basic Entertainment Safety First!* course.

Hammer	Pencil and Ballpoint Pen
Adjustable Wrench	Arrow JT-21 Staple Gun
Tape Measure - 25' min.	Phillips & Slot head Screwdrivers
Utility Knife	Wire Cutters (Diagonal)
Pry Bar	Set - Standard Allen Wrenches
Set - Metric Allen Wrenches	Tool Belt or Nail Apron
ANSI Approved Hardhat	*Gloves
¼" Ratchet Set with 5mm Hex & Torx 30 tips	*Flashlight or headlamp
Pliers	*Safety Shoes



Wait for a text message with a work offer. Your call may come at any time, day, or night. Confirm your call information and make sure you have it with you. What time do you start? Which department? You are expected to know when you arrive at the venue. It is also not a bad idea to have cash on hand for parking or meters, some of our venues offer free parking, but not all of them.

All persons must be neat and well groomed. Your clothing should be clean and in good repair. Long pants are required, but shorts are okay for working OUTDOORS ONLY during the summer months. Jeans are acceptable if they are not torn or ripped and in good condition. T-shirts must have sleeves and be in a non-mutilated condition and must carry no offensive phrases or graphics. For safety reasons, large jewelry is not recommended, and long hair must be tied back. Safety shoes that protect your ankles are recommended. Earbuds are not allowed on jobsites.

Show blacks are a type of uniform that may be required for theatre performances so you will not be noticed on stage. If you receive a call that requires "show blacks" this includes: a black, long-sleeved shirt, long black pants, and black shoes and socks. Shirts should be logo-free, although a small Local 115 or other IATSE emblem is acceptable. It is good practice to always keep a set of show blacks in your car. It is also recommended that you keep all-weather gear, such as hats, rainproof jackets, etc. in your car. You never know when you will be working outside in the rain. Sunblock and hats with visors are useful for working outdoors.

'Call time' is not time to arrive, it is the time to start working. Give yourself plenty of time to walk from the parking area, check in with security, sign in with the job steward, get tools ready, find your department head, and if necessary, fill out paperwork. 15-30 minutes should provide a sufficient bumper, but remember, traffic is not an excuse to be late.

You will be in a fast-paced environment filled with a mixture of other new people and people who have been doing this for years. If you do not know how to do something, ask. The best thing to do is stay alert and do as you are instructed by department heads you are assigned to.