

# CONTRACT SERVICES GUIDEBOOK

AN OVERVIEW FOR  
IATSE LOCAL 705

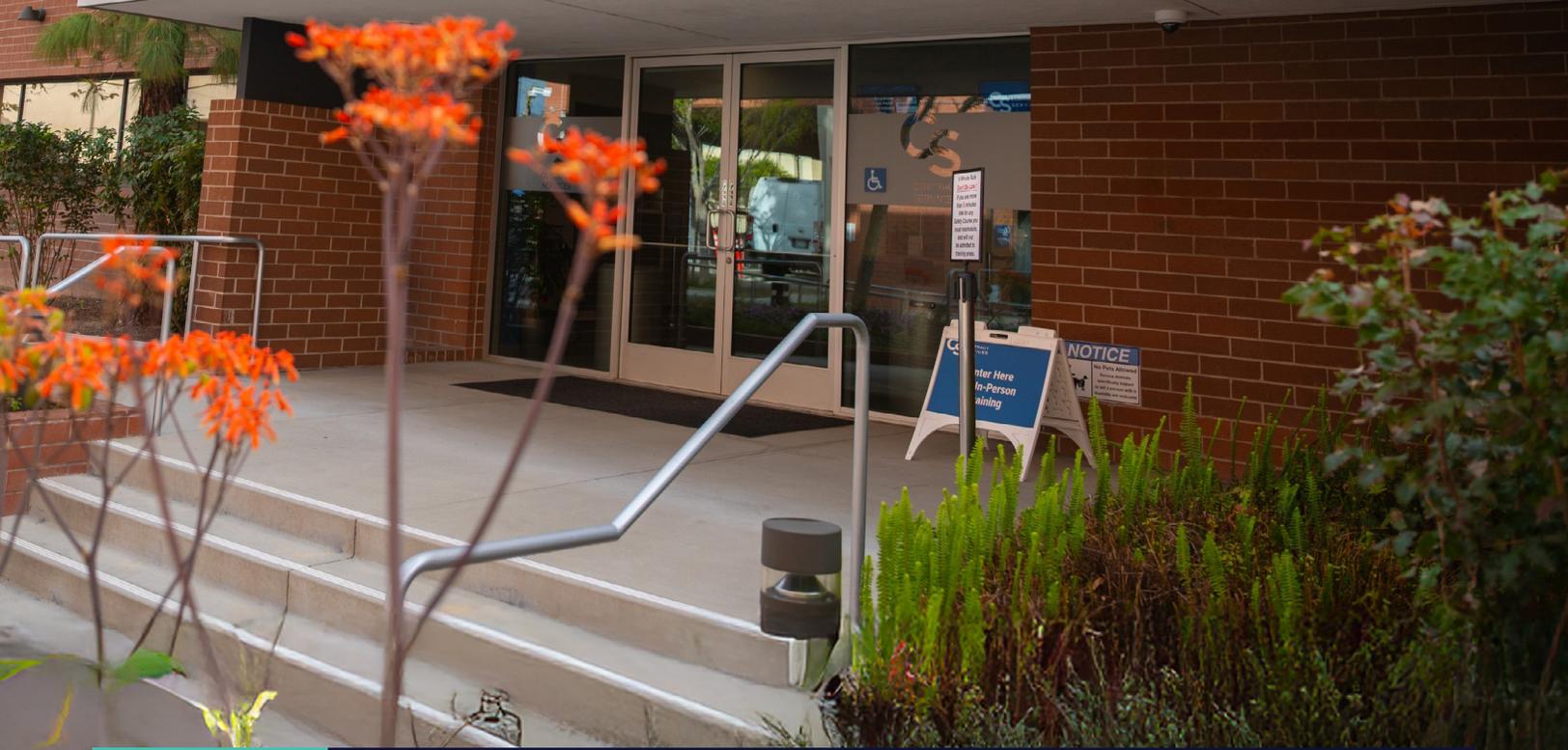
Motion Picture  
Costumers



CONTRACT  
SERVICES



# CS CONTRACT SERVICES



All Local 705 resources referenced in this Guidebook are available by scanning this QR code or clicking [here](#).

# OPENING CREDITS

**Welcome to Contract Services**, home of the Industry Experience Roster, the Safety Pass training program, and more. We've created this Guidebook for Industry Professionals working in job classifications represented by IATSE, Local 705 to understand how to navigate our services and keep up with their classification requirements.

## WHO WE ARE

---

Contract Services is a nonprofit organization with a unique mission. Established in 1965 by the major studios and Hollywood unions (including the IATSE), our job is to administer certain aspects of the collective bargaining agreements between Producers and Unions. For Industry Professionals working in job classifications represented by Local 705 (like you!), that includes the IATSE Basic Agreement and the Motion Picture Costumers, Local 705 Agreement.

This Guidebook explains our primary functions that you should know about, such as:

- Administering rosters like the Industry Experience Roster (IER) and IATSE Television Commercial Roster (TCR)
- Delivering mandatory safety training and other required training
- Offering skills training, which is available to help you improve your knowledge and technical proficiencies

As an Industry Professional working under the Local 705 Agreement, most of your interactions with Contract Services will involve applying to a roster and maintaining your roster status by completing mandatory training requirements. Keep reading to learn how Contract Services can help you satisfy your classification requirements.

## WHAT IS AN "INDUSTRY PROFESSIONAL?"

---

You are! **Industry Professional** is our term for the highly skilled artists, technicians, and craftspeople working "behind the camera" in the motion picture production industry. In other contexts, you may be a "member" of the IATSE or Local 705, an "employee" of the Producer you're working for, or a "participant" in the Motion Picture Industry Pension and Health Plans, but here at Contract Services, we refer to you as an Industry Professional.

### DIFFERENT ORGANIZATIONS, DIFFERENT RESPONSIBILITIES

---

As an Industry Professional, you may have relationships with other entities, such as the Motion Picture Industry Pension & Health Plans (MPIPHP), the IATSE or your local union, or even your employer. Questions about your pension, health or retirement benefits should be directed to MPIPHP ([mpiphp.org](http://mpiphp.org)). Questions about your union membership should be directed to IATSE, Local 705 ([motionpicturecostumers.org](http://motionpicturecostumers.org)).

# LET'S GO BEHIND THE SCENES

## FOR LOCAL 705, WE ADMINISTER TWO ROSTERS:

---

### INDUSTRY EXPERIENCE ROSTER (IER)

---

An industry-wide seniority roster for the motion picture industry (i.e., film and television). The IER consists of tens of thousands of Industry Professionals working in job classifications under the IATSE Basic Agreement and West Coast Studio Local Agreements who have met certain eligibility requirements.

### IATSE TELEVISION COMMERCIAL ROSTER (TCR)

---

An industry-wide seniority roster for the commercial production industry. The TCR can sometimes be a pathway to placement on the IER.

This Guidebook focuses mainly on how to apply and remain compliant on the IER, but there are some differences for the TCR that we will explain along the way.

## IS THERE A DIFFERENCE BETWEEN ROSTER STATUS AND LOCAL 705 MEMBERSHIP STATUS?

---

**Yes.** Your status on the roster and your status as a Local 705 member are distinct. You can be a member of Local 705 without being on the IER or TCR, and vice versa. Questions about your union membership should be directed to Local 705.



## IS EVERY LOCAL 705 JOB CLASSIFICATION PART OF A ROSTER?

**No.** There are five roster classifications in the Local 705 Agreement and one “non-roster” classification, which is Workroom Apprentice.

### ☆ Roster Classifications

Industry Professionals working in roster classifications need to apply to Contract Services for placement on the roster and complete certain mandatory training requirements, including safety training and harassment prevention training.

## COSTUME DEPARTMENT

### FINISHED

- Costumer Entry Level
- Costumer Journeyperson
- Costumer Keyperson

### MANUFACTURING

- Women’s Custom Made Journeyperson
- Men’s Custom Made Journeyperson

Finished Costumers begin by applying to the **Costumer Entry Level classification**. After gaining additional work experience, Industry Professionals can then upgrade to the Journeyperson and subsequently the Keyperson classifications. We’ll go over this in more detail on page 14.

Custom Made Costumers can apply directly to either the **Men’s or Women’s Custom Made Journeyperson classifications**. These are the only classifications for Custom Made Costumers.

### ☆ Non-Roster Classifications

Industry Professionals working in non-roster classifications do not need to apply for placement on a roster, but they still need to apply to Contract Services for access to complete their mandatory training requirements. This applies to the **Workroom Apprentice** classification, which is a non-roster classification under the Local 705 Agreement.

Whether your classification is part of a roster or not, the application process is similar. In a nutshell, you’ll need to complete an application form, demonstrate that you have work experience in the industry, and complete a few preliminary training requirements. Read below for more information about how to apply.

# GETTING STARTED

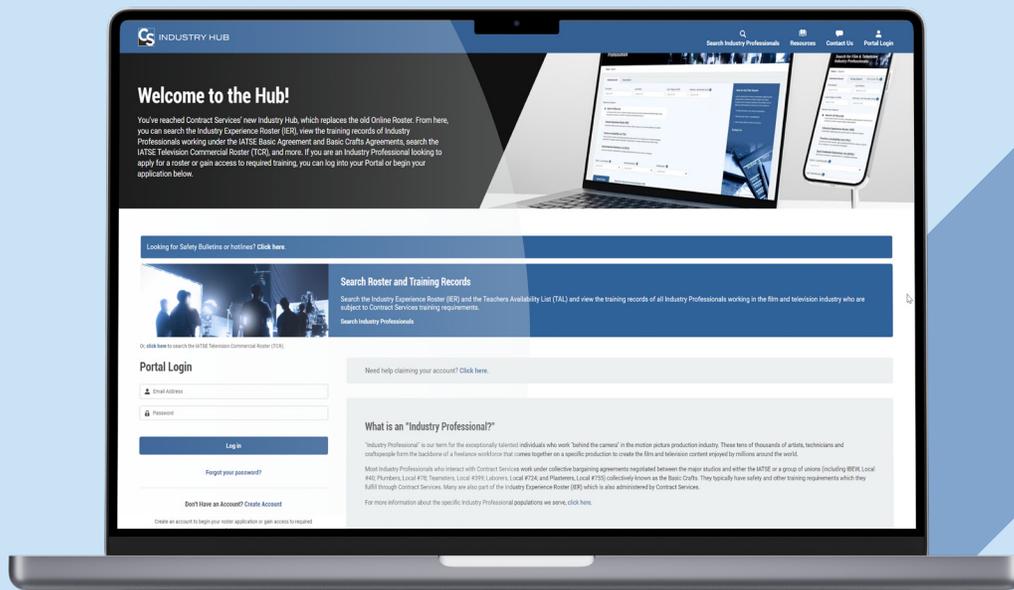
## IT ALL BEGINS AT THE INDUSTRY HUB

Your first step is to visit the **Contract Services Industry Hub (thehub.org)** to log into your **Portal** account. If you don't have a Portal account, you'll need to create one. Head to [thehub.org](https://thehub.org), find the "Portal Login" box on the left, and click "Create Account."

Once you've created your Portal account, log in to find your **Dashboard**. From there, you can start and complete your application. You'll also use your Portal to keep up with your ongoing training requirements.

### ☆ Helpful Resources

For step-by-step instructions on creating your Portal account and starting the application process, click the **"Resources"** page at [thehub.org](https://thehub.org). You can also reach out to us anytime for help.



## WHAT ARE MY APPLICATION REQUIREMENTS?

Application requirements are always roster and classification specific, so it depends on which roster and classification you're applying for. **You'll be able to see your requirements when you start your application through your Portal.**

# APPLYING TO THE INDUSTRY EXPERIENCE ROSTER (IER)

To apply to the Industry Experience Roster (IER) under the Local 705 Agreement, there are generally three types of requirements. As a reminder, Industry Professionals who are applying in the Finished Customer classifications begin by applying to the Entry Level classification. The requirements to apply to the IER are:

## 1 Required Documents and a Color Vision Test

You'll need to sign an application form and complete a color vision test.

## 2 Work Experience

You'll need to provide documentation showing that you have work experience in the industry. See pages 9 and 10 for more information.

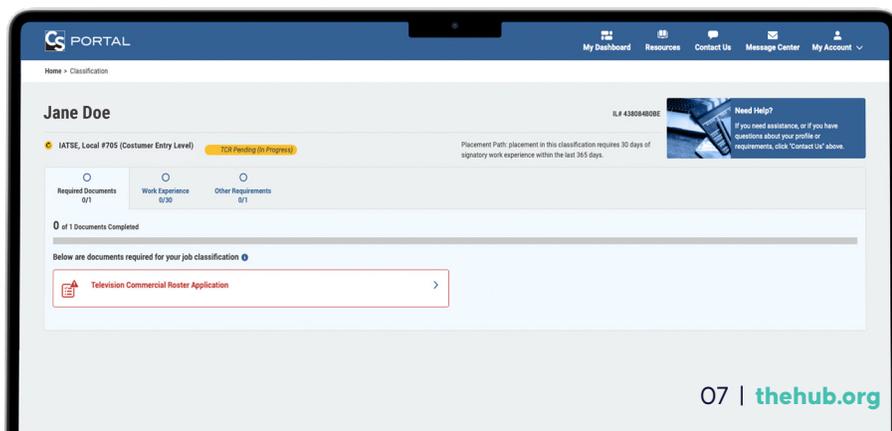
## 3 Preliminary Training

You'll need to complete a few online courses as part of your application. (Keep in mind, these are just preliminary training requirements. You will have additional classification-specific training requirements after you've been placed.)

You can complete most application requirements in any order, but you won't be able to start your preliminary training until you've provided at least one day of qualifying work experience.

## ★ Important Note

**You have up to one (1) year after your last qualifying day of work experience to complete your remaining application requirements** (e.g., the color vision test, preliminary training, etc.). If you delay, your work experience may begin to expire and no longer count toward placement.



# APPLYING TO THE TELEVISION COMMERCIAL ROSTER (TCR)

To apply to the Television Commercial Roster (TCR), there are generally two types of requirements:

## 1 Required Documents and a Color Vision Test

You'll need to sign an application form and complete a color vision test.

## 2 Work Experience

You'll need to demonstrate that you have at least 30 days of work experience in the production of television commercials in the last 365-days.

## ★ Important Note

There is only one Local 705 roster classification for the TCR: **Costumer Entry Level**.

After you've been placed on the TCR, you may be eligible for placement on the IER in the Costumer Entry Level classification by satisfying additional requirements. For more information, see page 14.



# WORK EXPERIENCE REQUIREMENT: COSTUMER ENTRY LEVEL

To be placed on the IER in the Costumer Entry Level classification, you'll need to demonstrate work experience. Under the Local 705 Agreement, you can do this in one of three ways, which we call different "placement paths":

## 1 Placement Path 1: Signatory Work Experience

You can be placed in the **Costumer Entry Level** classification by demonstrating **30 days of signatory work experience in a 2-year period**. This means the work must be performed under the Local 705 Agreement for a Producer signatory to that agreement.

## 2 Placement Path 2: Non-Signatory Motion Picture Work Experience

A non-signatory placement path recognizes work experience that may not have been performed under the Local 705 Agreement.

This placement path requires **100 days of work experience within a 3-year period**. Applicants may satisfy this requirement using a combination of signatory and/or non-signatory work experience, so long as the non-signatory work experience was performed in connection with **a motion picture similar to the type of motion pictures covered under the Local 705 Agreement**. For example, this can be a theatrical, motion picture or television production.

## 3 Placement Path 3: Non-Signatory Live Theater Work Experience

This non-signatory placement path recognizes work experience in connection with certain live theater productions.

This placement path requires **200 days of work experience within a 3-year period**. Applicants may satisfy this requirement using a combination of signatory and/or non-signatory work experience, so long as the non-signatory work experience was performed in connection with a professional dramatic play, musical or opera with professional actors and/or singers. For example, the type of plays, musicals or operas performed at the Ahmanson Theatre, Mark Taper Forum or Dorothy Chandler Pavilion.

**(Please note that this is only a summary of the rules required for roster placement. The specific rules are set forth in the applicable collective bargaining agreement.)**

### AS A REMINDER

In the Finished Costume Department, the first roster classification you can apply to is **Costumer Entry Level**. After submitting additional work experience, you can upgrade to the Journey person and Key person classifications. We'll go over this in more detail on page 14.



## WORK EXPERIENCE REQUIREMENT: MEN'S OR WOMEN'S CUSTOM MADE JOURNEYPERSON

To be placed in the Men's or Women's Custom Made classifications, there is only one placement path: applicants must demonstrate **30 days of signatory work experience in a 365-day period**. This means the work must be performed under the Local 705 Agreement for a Producer signatory to that agreement.

### HOW DO I DEMONSTRATE WORK EXPERIENCE?

During the application process, you'll submit your work experience using your Portal. In most cases, you can demonstrate work experience by requesting an **Employment Verification Letter (EVL)** from your employer or payroll company. If we receive an EVL from your employer or payroll company, it will appear automatically under the "Work Experience" tab in your Portal, or you can obtain this document and upload it yourself. If we require additional information, we will notify you through the Message Center of your Portal.

For more information about how to obtain an EVL, and what other types of documentation are acceptable, visit our Work Experience FAQ's by clicking [here](#), or by scanning the QR code on page 2.

If you still have questions about how to demonstrate work experience, give us a call at 818.565.0550 ext. 1100.



## HOW WILL I KNOW IF MY WORK EXPERIENCE QUALIFIES?

---

You should submit any work experience you think may qualify. We will review what you submit and then update your Portal to show whether it is “Qualified” or “Not Qualified.” If we cannot qualify your work experience, you will receive a notification in the Message Center of your Portal explaining why. You’ll then be able to submit additional information for us to review.

## COMPLETING THE COLOR VISION TEST

---

Whether you’re applying for placement on the IER or TCR, you’ll need to complete a color vision test. Call us at 818.565.0550 to schedule your test. You can complete the test virtually (e.g., Zoom) or in person at our campus in Burbank.

Alternatively, if you would like to complete the exam with your own licensed medical provider, please reach out to us ahead of time to obtain the correct documentation to meet the requirement. You can upload those results using your Portal.

If you incur a cost in completing your exam, you may be eligible for reimbursement. For more information on reimbursement eligibility, click [here](#) or scan the QR code below.

## HOW CAN I CHECK MY APPLICATION STATUS?

---

You can check the status of your application at any time by logging into your Portal. You may also receive notifications in the Message Center of your Portal about any outstanding placement requirements.



All Local 705 resources referenced in this Guidebook are available by scanning this QR code or by clicking [here](#).

# LET'S TALK TRAINING REQUIREMENTS

## TRAINING REQUIRED BEFORE AND AFTER PLACEMENT

Training is required for all Local 705 classifications on the IER.

You'll complete two of your required training courses during the IER application process:

1 General Safety (A Course)

2 Harassment Prevention Training (HP1 or HP2)

These are your **preliminary training requirements**. The rest of your training will become available after your application is complete and you're placed on the IER. At that point, you'll receive a deadline to complete your additional training, which is generally 90 days for online training or 6 months for instructor-led training.

Below are lists of training currently required **after placement** on the IER. These requirements can change from time to time. For the most up to date list of all training required for all classifications, click [here](#). For course descriptions, click [here](#).

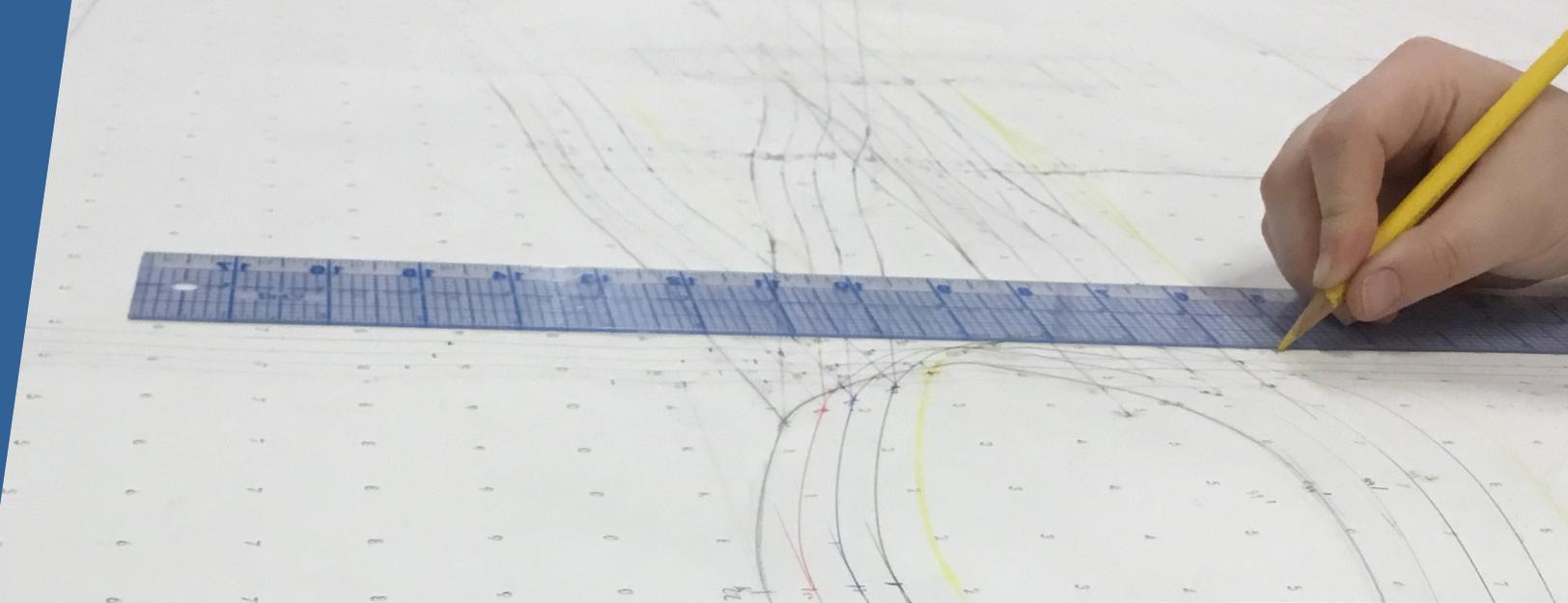
## TRAINING REQUIRED AFTER PLACEMENT

### FINISHED REQUIRED COURSES

- A2 - Environmental Safety
- I - Respiratory Protection
- P - Hazard Communication: Essentials of Workplace Chemical Safety
- S2 - Firearms General Safety Awareness for the Entertainment Industry
- WVP - Workplace Violence Prevention for Film and Television Production

### MANUFACTURING REQUIRED COURSES

- A2 - Environmental Safety
- I - Respiratory Protection
- P - Hazard Communication: Essentials of Workplace Chemical Safety
- WVP - Workplace Violence Prevention for Film and Television Production



### Important Reminder to Stay Compliant

It's important to keep up with your training in order to remain compliant with the requirements of your classification. If you do not complete your required training by the assigned deadline, you will appear on the Industry Hub as **"non compliant"** with your classification requirements.

## IS TRAINING ONLINE OR IN PERSON?

---

Most training is available online for you to take at your own pace, but a few courses involve hands-on training that needs to be completed in person at our campus in Burbank, California. In some cases, training may be completed via live webinar (e.g., Zoom). If you need help using a computer to complete your training, you are welcome to use our computer lab.

## HOW DO I ENROLL FOR TRAINING?

---

Log into your Portal at [thehub.org](http://thehub.org). On your Dashboard, find your classification and click "View Details." Then, under the Required Training tab, click the "Launch Training" button. Select your course and enroll. From there, the system will direct you how to start an online course or register for an in-person training appointment or webinar.

## ONGOING REFRESHER TRAINING

---

Whether you're on the IER or in the Workroom Apprentice non-roster classification, you'll need to keep up with your ongoing training requirements. For example, Harassment Prevention training must be retaken every two years, and Workplace Violence Prevention training must be retaken annually. We will notify you of your upcoming training deadlines, but you can also check your requirements and deadlines 24/7 by logging into your Portal.



If you need technical assistance, email our Helpdesk at [IT-Ops@csatf.org](mailto:IT-Ops@csatf.org) or call 818.565.0550 ext. 1030.

# WHAT'S NEXT?



**After your application process is complete and you appear on the Industry Hub (congratulations!), there's a few more things you should know...**

Once your application process is complete, we'll notify you that you've been placed on the IER or TCR, or that you've received access to your non-roster training as a Workroom Apprentice. Your name, classification and compliance status will appear on the **Industry Hub (thehub.org)**. If you're on the IER or in the Workroom Apprentice classification, you'll also receive deadlines to complete additional mandatory training, which becomes available after you've been placed.

## APPLYING TO THE IER FROM THE TCR

---

If you were originally placed on the TCR, you may be eligible to be placed on the IER in the Costumer Entry Level classification. The process to apply from the TCR to the IER is simple. You'll need to:

- 1 Complete the IER application form in your Portal**
- 2 Satisfy the IER preliminary training requirements**
- 3 Submit an additional 60 days of commercial industry work experience**

## UPGRADING YOUR CLASSIFICATION

---

Under the Local 705 Agreement, Industry Professionals on the IER may be eligible to upgrade their classification.

- **Upgrading from Costumer Entry Level to Costumer Journeyperson:** after spending one year on the roster in the Costumer Entry Level classification, you can upgrade to the Journeyperson classification by submitting an additional 200 days of work experience.
- **Upgrading from Costumer Journeyperson to Costumer Keyperson:** after spending three years on the roster in the Costumer Journeyperson classification, you can upgrade to the Keyperson classification by submitting an additional 200 days of work experience in the Journeyperson classification.

If you choose to upgrade, log in to your Portal and click 'Add a New Classification' on your dashboard. Select the next level classification to begin, and you'll be shown the requirements and instructions for submitting additional work experience.

## REMOVAL FROM THE ROSTER

---

Under applicable collective bargaining agreements, Industry Professionals may be removed from the IER in certain circumstances. Most commonly, they're removed if they haven't worked at least one day in the motion picture industry within a 36-month period, or upon retirement under the Motion Picture Industry Pension Plan. If you have questions about removal, please contact us.



## SKILLS TRAINING: ENHANCING KNOWLEDGE AND SKILLSET

---

In addition to any mandatory training requirements you may have, we also offer non-mandatory skills training opportunities. Developed in collaboration with other training providers, skills training courses are available to eligible Industry Professionals to enhance their proficiency in their craft. More information about eligibility and available course offerings can be found on our website at [csatf.org](https://csatf.org) under the Training menu.

## OTHER RESOURCES

---

We also offer important safety resources you should know about, including Safety Bulletins and hotlines:



**Safety Bulletins** are researched, written, and distributed by the Industry-Wide Labor-Management Safety Committee for use by the motion picture and television industry. You can find our catalog of safety bulletins [here](#) or scan the QR code on page 2.



The **Industry Safety Hotline** (888.7.SAFELY / 888.772.3359) is a general number that will take you to the Studio Safety Hotlines and Contract Services' Production Affairs & Safety Department for questions related to industry Safety Bulletins or on-set safety.



The **Studio Safety Hotlines** provide contact information for Studio Safety Departments, including names, phone numbers and email addresses. For more information on Safety Hotlines, please click [here](#) or scan the QR code on page 2.

**We hope this Guidebook helps you get started.**

**If you still have questions, feel free to give us a call at 818.565.0550 ext. 1100. We're here to help!**



All Local 705 resources referenced in this Guidebook are available by scanning the QR code or clicking [here](#).

Photos courtesy of Local 705 (Thank you!)

## CONTACT US

---

📞 818.565.0550

🌐 [thehub.org](http://thehub.org) | [cs@csatf.org](mailto:cs@csatf.org)

📍 2710 Winona Avenue, Burbank, CA 91504

