**BEST PRACTICES**

1. **BE ON TIME:** It’s best if all stagehands report to jobs at least fifteen minutes prior to the call time. This allows everyone to prepare to begin work on time. Tardiness may cause you to be replaced on a call and if repeated its grounds for losing referral privileges.
2. **ATTIRE:**
3. Show blacks: Neat but casual black clothes. A collared shirt is preferred, khakis or casual slacks, clean shoes or boots.
4. Hotel dress: Show blacks for install / take-out work; sport coat, dress slacks and tie for all other calls.
5. Work calls (in arenas, television studios, theaters): Casual, clean, long pants or jeans and shirt with appropriate work shoes. Shorts are not acceptable at indoor venues. Some jobs may require steel toed boots. T-Shirts with advertisements or phrases are never appropriate, when in doubt, wear something else. A Local 2 shirt is fine.
6. **TAX INFORMATION:** You must bring proper identification documents to complete an I-9 and W-4 form, preferably a driver’s license, social security card and / or passport. Never contact the employer first about a payroll problem.
7. **CALL STEWARD:**

Contact the office to log into our automated call steward system. Fill out the member profile with your applicable job classifications and availability and enable the text option on your cell phone. Keep vacation and availability time up to date and please respond to job offer texts within two hours. If you prefer a different job than the one offered, send the call steward a text and we’ll with you as able, but please be consistent with your preferences and do not abuse this courtesy. Don’t place yourself on a skill list unless you’re well experienced and are comfortable with it. Please confirm or decline all job offers using the website.

1. **PROFESSIONALISM:** It’s imperative that we conduct ourselves in a professional manner that will further the interests of Local 2, its employers and the others that work under our agreements. Don’t eat the client’s food unless they invite you to do so. Don’t take merchandise unless the client offers it to you. Don’t solicit food, gifts or other rewards from a client.
2. **COMMUNICATE:** Should you experience any difficulties regarding a job to which you’re referred please call the local 2 office.
3. **TOOLS:** Every stagehand must bring the proper tools to perform the jobs to which you’ve been referred, however; stagehands aren’t expected to bring power tools or major diagnostic tools to the job with them with the exception of battery operated screw guns and hand held meters, as needed. See attached tool lists for specific jobs. The tools listed below are required to do the work a professional level. These tools should be in good working order and you should know how to use them.
	1. For calls at the theaters / carpenter and electric calls in convention centers and hotels.

	Tool Belt - For tools and basic hardware you will need on the job
	Tape Measure - 25 foot minimum
	Straight Claw Hammer - 16 oz.
	Screw Drivers – Standard and Philips
	Battery Operated Screw Gun - 9.6 volt minimum
	Crescent Wrench - 8 in.
	Ratchet Wrench - 3/8 “ drive, 3/8", 7/16", 1/2", 9/16" deep sockets
	Channel Locks - 10"
	Pliers - Slip Joint, 2 position
	Wire Cutters - end cutters or diagonal cutters
	Pocket Knife - big enough to cut sash cord, small enough to carry with you at all times
	Flashlight - Small and Powerful
	Safety Glasses
	Gloves
	pen and Pencil
	Black Sharpie

 Small tool bag

* 1. Tools for smaller jobs (at minimum):
	Gloves
	Utility Knife (with extra blades)
	Standard and Phillips screwdrivers
	Pen – pencil – paper
	Black Sharpie
	Board tape (or Electrical tape)
	Crescent Wrench
	Needle Nose Pliers
	A/C circuit tester
	Small Flashlight
	Small tool bag
	2. Audio Jobs
	Flashlight
	Standard and Phillips screwdrivers
	8" crescent wrench
	Jewelers Screw drivers - (Phillips and flat)
	Pocket Knife
	Board Tape or Masking tape
	Electrical Tape
	Gloves
	Pen and small Pad of Paper
	Headphones
	Headphone Amplifier or Q-Box
	Sharpie (marking pen)
	Wire cutters (diagonal cutters)
	9/16 socket + ratchet
	5/16 Allen wrench (coffin Key)
	Needle nose pliers
	I-Pod, CD player etc
	AC circuit tester

Optional but recommended:
Voltage Meter
AC ground lifts

Isolation transformers
Cable Tester

* 1. Scenic Shops:
	Tool Belt
	Tape Measure - 25 foot minimum
	Straight Claw Hammer - 16 oz.
	Nail Sets
	Center Punch
	Screw Drivers - a 4 in 1 is ok
	Battery Operated Screw Gun - 9.6 volt minimum
	Combination Square or Speed Square, and Framing Square
	Hand Saw(s) - cross cut saw
	Crescent Wrench - 8 in. and 10 in.
	Ratchet Wrench - 3/8 “ drive, 3/8", 7/16", 1/2", 9/16" deep sockets (complete set preferred)
	Channel Locks - 10"
	Pliers - Slip Joint, 2 position
	Wire Cutters - end cutters and diagonal cutters
	Pocket Knife - big enough to cut sash cord, small enough to carry with you at all times
	Utility Knife and blades
	Chalk Line, Dry Line, line level
	Flashlight - Small and Powerful
	Block Plane, Sureform, assorted files and rasps
	1" wood chisel (at least)
	3" wrecking chisel
	Safety Glasses
	Ear protection
	Gloves
	Pen and Pencil
	Black Sharpie
	2. Rigging:
	Rope ½” – 5/8” (Length per Venue) Hotels, convention centers – 40 ft.,

United Center 200 ft.  Sears Center, UIC, Outdoor Sheds 100 Ft.  Theaters 100 Ft.
Full Body Harness – Rated (Ansi Z395.1)
Shock Absorber
Lanyard / “Y” Lanyard
Auto Lock Steel Carabiners (minimum 2)
Multi Loop 5ft
CMC Rescue Sheave
100ft Cloth Tape Measure
30ft Steel Tape Measure
Channel Locks 8”
Crescent Wrench 8” (wide mouth, must open to 1 1/8”)
4 in 1 Screw Driver
Sidewalk chalk
Ratcheting Box Wrench ¾ x 7/8
Socket Wrench 3/8 Drive: 11/16, 9/16, 3/8 Deep Sockets
Socket Wrench 1/2 Drive: 15/16, 7/8, 3/4 Deep Sockets
Klein Tool
Pocket Knife