**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