

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:**
 - a. Show blacks: Neat but casual black clothes. A collared shirt is preferred, khakis or casual slacks, clean shoes or boots.

 - b. Hotel dress: Show blacks for install / take-out work; sport coat, dress slacks and tie for all other calls.

 - c. 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.

3. **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.

4. **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 work 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.

5. **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.

6. **COMMUNICATE:** Should you experience any difficulties regarding a job to which you're referred please call the local 2 office.

7. 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.

- a. 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

- b. 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

c. 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

d. 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

e. 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