To: Prospective Members and Members Seeking Roster Placement  
From: Member Services, Local 600  
Date: January 13, 2012  
Subject: Local 600 Industry Experience Roster and Television Commercial Roster

If you wish to work in Los Angeles, be hired and transported out of Los Angeles, or work anywhere within the thirteen (13) Western Region States under the Hollywood Basic Agreement in any one (1) of the following job classifications: Director of Photography, Camera Operator, Still Photographer, Video Controller, First/Second Assistant, Film Loader, or Preview System, you must be placed on the Industry Experience Roster. Placement on the Roster does not mean that you are a member of Local 600. You may be a member of Local 600 without being placed on the Roster. Under the terms of the Hollywood Basic Agreement and the Local 600 Agreement, employers are required to give preference of employment to persons who are on the Motion Picture Industry Experience Roster. The Roster is maintained by Contract Services Administration Trust Fund, also known as Contract Services or CSATF.

Contract Services Administration Trust Fund is an independent organization that was established to administer two (2) Rosters: the Industry Experience Roster and the Television Commercial Roster.

**How to be placed on the Industry Experience Roster (IER):**

1) If a producer can demonstrate that qualified camera craftspeople are not available in a given classification, the producer may seek craftspeople from other sources. You must accumulate thirty (30) union days in one (1) job classification. Days must be within a one (1) year period immediately preceding the date of application for the Roster.

2) If you are working with a non-signatory (non-union) employer and they become signatory (union) by signing the Hollywood Basic Agreement, you must accumulate thirty (30) union days in one (1) job classification. Days must be within a one (1) year period immediately preceding the date of application for the Roster.

3) If you can demonstrate one hundred (100) days of paid work experience in one (1) job classification within a three (3) year period immediately preceding the date of application for the Roster. Film Loaders are exempt from using this method, and will need to refer to methods # 1, 2 or 4.

4) If you are working under 600’s Amendment Agreement which covers camera craftspeople hired and employed in the thirty-seven (37) states of the Central and Eastern Regions only, you must accumulate thirty (30) union days in one (1) job classification. Days must be within a one (1) year period immediately preceding the date of application for the Roster.

Note: All such work experience must be performed in connection with motion pictures of the type covered under Basic Agreement, Videotape Supplement, Digital Supplement, work in the Commercial field covered by the Commercial Supplement, or on bona fide music videos or documentaries.

All paid work experience must be in one (1) job classification.

**How to be placed on the Television Commercial Roster (TCR):**

1) By demonstrating thirty (30) days of union commercial work experience in one (1) job classification. Days must be within a one (1) year period immediately preceding the date of application for the Television Commercial Roster.

While on the Television Commercial Roster, you are hirable to work union commercials only. However, you may qualify for the Industry Experience Roster by demonstrating an additional sixty (60) days of union commercial work experience in one (1) job classification. **Note: By qualifying solely for the TCR, you are hirable to work union commercials only.** All paid work experience must be in one (1) job classification.
The following documentation is required by Contract Services Administration Trust Fund in order to process your request to be placed on the Industry Experience Roster or Television Commercial Roster:

A) A letter (on company letterhead) from your employer, production or payroll (company) stating the following:

1) Your name, address, social security number, and telephone number.
2) The number of days worked and the exact dates worked.
3) The name of the production on which the work was performed.
4) The job classification.
5) For each project, where you were hired and where work was performed (e.g., you were hired in Los Angeles, but the work was performed in Boston)

B) Employee check-stubs and/or copies of cancelled checks (job capacity should be marked on the check-stub). If you do not have check-stubs, ask the production or payroll companies to provide this information.

C) CSATF application and I-9 Form. Speak with CSATF regarding acceptable I-9 documentation prior to submitting paperwork.

D) Completion of the Safety Pass Program “A” Course is required to initially be placed on the Roster. All other Safety Pass Courses necessary under the guidelines of the Safety Pass Program must be completed no later than ninety (90) days from the date of Roster placement. If you are unable to take the Safety Pass Courses due to an extraordinary circumstance (e.g., verified distant location, verified medical disability or family emergency) you may request, in advance, an extension of your training deadline. For more information about the courses and making arrangements with the Safety Pass Program, please visit www.csatf.org.

E) If CSATF does not deem the submitted materials satisfactory, they reserve the right to request further documentation, such as:

1) W2
2) 1099
3) Call Sheet
4) Credit Frame
5) Crew List
6) Deal Memo

Note: If you are incorporated, send a copy of your incorporation documentation to CSATF for W2 proof.

When demonstrating work experience to be placed onto the Roster, you must be hired in the United States. In addition, all work must be performed in the United States, its territories or Canada for days to count. If you work in Canada, you must be hired in Los Angeles and transported to Canada. All work must be paid, however deferred compensation may be considered. Please refer to CSATF for further information regarding deferred pay.

After you have compiled the above documentation, you may mail or drop off copies to CSATF. If you reside in Los Angeles County, you must visit CSATF in person. Bring two (2) forms of positive identification with you for I-9 purposes. If you do not reside in Los Angeles County, please contact CSATF for out-of-town procedures. Following, is where you submit documentation for placement on the Industry Experience Roster or Television Commercial Roster:

Contract Services Administration Trust Fund
2800 Winona Avenue
Burbank, CA 91504
(818) 565-0550
WWW.CSATF.ORG

TO MAKE APPLICATION FOR THE ROSTER WITH CSATF, NO APPOINTMENT IS NECESSARY

Local 600 requests that copies of the same documentation submitted to CSATF is also forwarded to the Guild's National Office at the following address: ICG, Local 600 Attn: Rosalie Duenas 7755 Sunset Blvd, Los Angeles CA, 90046. Local 600 is not responsible to review days for Roster placement. This information is for Guild records only. For further questions regarding the process of getting on the IER or TCR, please contact CSATF.