

United Scenic Artists • Local USA 829, IATSE

• REPRESENTING •

Art Department
Coordinators

Art Directors

Computer Artists

Costume Designers

Lighting Designers

Production Designers

Projection Designers

Scenic Artists

Scenic Designers

Sound Designers

• FOR •

Major & Independent
Motion Pictures

Network & Cable TV

Broadway &
Regional Theatre

Opera

Ballet

Commercials

Industrial Shows

Special Events

• AND MORE •



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**PROJECTION DESIGN SPECIAL MEMBERSHIP
(ORGANIZING) PROGRAM INFORMATION
(December, 2008 through December, 2010)**

Dear Applicant,

This letter should guide you through the application process and help you understand what the Review Panel will be looking for. We hope it will clear up those questions not answered in the General Exam Information letter, which you should have also downloaded from the USA 829 website at: www.usa829.org.

Application for membership under this process consists of two (2) parts:

1. **The Application Materials**, due as soon as you can send them in. These are:
 - A) The completed Application Form
 - B) The \$50.00 Application Fee, which is *non-refundable*
 - C) Five (5) copies of your most recent Résumé
2. **Letters of Recommendation**, also due as soon as your references can send them in:
 - A) A minimum of three (3) letters, sent directly to the Review Panel in New York by the person writing the recommendation (see mailing address and fax number on Recommendation Form).

Note: Not everyone is eligible for membership via this special program. Specifically, applicants should have a *minimum* of two (2) years' professional experience working on Projection Designs for live performance or events.

PART 1: THE APPLICATION MATERIALS

1. **Your Application Form** —
Complete all sections of the Application Form, especially the contact numbers, then date and sign the form.
2. **Your Application Fee** —
Make sure your \$50.00 Application Fee arrives at the New York office along with your Application Form. We cannot process an application if the fee has not been received. The Review Panel also cannot be responsible for delays in the US Mail.
3. **Your Résumé** —
 - A) Provide five (5) copies of your current résumé.
 - B) Please make your résumé as complete as possible. Résumés should include the following information:
 - i. Name of theatre or producer
 - ii. Title of the event
 - iii. Name of the director or designer (see *Note below)
 - iv. Date and year the event was produced
 - C) Include a list of computer programs used or technical skills you have which are pertinent to Projection Design.

***Note:** If you worked as an assistant designer, you do not need to name the director, but instead you must name the designer you worked with.

PART 2: RECOMMENDATIONS

Please choose three (3) individuals who will recommend your work. You must get two (2) recommendations from designers with whom you have worked. Current USA 829 members are most closely aware of the abilities needed to function in our profession, and therefore their recommendations carry the most weight. Producers, directors or other industry professionals can provide the third recommendation, as it is these people who must be aware of a designer's artistic ability as well as their practical knowledge and ability to function well under pressure.

Fill in the upper information section at the top of each Recommendation Form and give one to each of the individuals you have chosen.

To make it easier for your references to return these forms in a timely manner, we suggest you provide each reference with a stamped envelope, pre-addressed to: **Projection Design Review Panel, United Scenic Artists Local USA 829, 29 West 38th Street, 15th Floor, New York, NY 10018**. Make sure your references understand that your application cannot be reviewed until the minimum three (3) recommendations have been received by the Review Panel.

Note: Applicants who have worked primarily as assistant designers are strongly advised to have the designers they assisted write their recommendations.

THE REVIEW PROCESS

The Panel's review of your application is not a contest. There is no quota or sliding scale. You will be reviewed on the basis of your submissions alone, not in comparison with anyone else. We welcome any and all who are qualified and who meet the Union's standards. This is an important step for every designer, and should not be taken lightly. Only you can decide if you are a viable candidate for this special program.

The Review Panel will be made up of 3 to 5 established Projection Designers, with the Chairperson of all Exam Committees and the Union's Financial Secretary acting as advisors. The Review Panel will evaluate your résumé and read your recommendations to assess your qualifications to be a member of United Scenic Artists. If your résumé does not provide enough information, the Review Panel may require a portfolio review and/or live interview.

The Review Panel will examine applications on a monthly basis, according to whomever has submitted the complete application package including the minimum three (3) recommendations by the first Monday of each month. Incomplete applications will be held until the next monthly review, or until all materials have been received.

The decision of the Review Panel is final. The Panel's recommendations for membership are subject to final ratification by the General Membership of the applicant's region, on the floor of the first regional meeting following the completion of the review process. If you have not received notification of review results within 60 days of your application submission, please call **Financial Secretary Cecilia Friederichs** at the Union's New York office: **212-581-0300**.

MEMBERSHIP DUES AND FEES

The Initiation Fee for all USA 829 members is \$3,500.00. Members admitted as part of this Special Projection Design Program will be given a \$3,000.00 rebate of the Initiation Fee. This Initiation Fee of **\$500.00** will be charged to these members at the time of their entry, plus an IATSE Processing Fee of **\$100.00** and startup dues and fees that total an additional **\$197.00**, which cannot be waived, for a grand total of **\$797.00**.

Note: Applicants will be sent written notification of acceptance. You will then have 90 days in which to pay your dues and fees and become a USA 829 member. No partial payments can be accepted. If you have not joined USA 829 by the end of this 90-day period, your membership invitation **will be forfeited**.

REVIEW DATE SCHEDULE

Deadline for the first round of reviews: the first Monday of January, 2009 (**January 5, 2009**). Reviews will be held some time mid-January. The Review Panel's recommendations for membership will be voted on at the NY General Membership Meeting held on the third Tuesday of January (**January 20, 2009**). Notification of acceptance will be by mail as soon as possible after the membership vote date each month.

Subsequent deadlines will always be **the first Monday of the month**, with reviews held in the middle of that month. No applications will be accepted after **Monday, December 6, 2010**, for review in mid-December.

Application Form, \$50 Fee, Five (5) Résumé Copies & Three (3) Recommendations Due	Application Review Date	Membership Vote for Recommended Applicants
November 2, 2009	Mid-November (Date TBD)	November 17, 2009
December 7, 2009	Mid-December (Date TBD)	December 15, 2009
January 4, 2010	Mid-January (Date TBD)	January 19, 2010
February 1, 2010	Mid-February (Date TBD)	February 16, 2010
March 1, 2010	Mid-March (Date TBD)	March 16, 2010
April 5, 2010	Mid-April (Date TBD)	April 20, 2010
May 3, 2010	Mid-May (Date TBD)	May 18, 2010
June 7, 2010	Mid-June (Date TBD)	June 22, 2010
July 5, 2010	Mid-July (Date TBD)	July 20, 2010
August 2, 2010	Mid-August (Date TBD)	August 17, 2010
September 6, 2010	Mid-September (Date TBD)	September 21, 2010
October 4, 2010	Mid-October (Date TBD)	October 19, 2010
November 1, 2010	Mid-November (Date TBD)	November 16, 2010
December 6, 2010	Mid-December (Date TBD)	December 21, 2010

Applications will not be considered ready for review until all materials are received, including a minimum of three (3) letters of recommendation. Incomplete applications will be held for review until the following month.

FOR FURTHER INFORMATION

If you have any additional questions, please call Financial Secretary **Cecilia Friederichs** at the Union's New York office: **212-581-0300**. No one else in the USA 829 office can or should try to answer your questions about this special program.