INTERNATIONAL ALLIANCE OF THEATRICAL STAGE EMPLOYEES, MOVING PICTURE TECHNICIANS, ARTISTS AND ALLIED CRAFTS OF THE UNITED STATES, ITS TERRITORIES AND CANADA.

Television Broadcast Studio Employees ◆ State of Arizona ◆ Local #748
Post Office Box #1191 ◆ Phoenix, Arizona 85001 ◆ www.iatse748.com ◆ 888-610-3342

Affiliated with the AFL-CIO, CLC

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Arizona Referral List
New Member Applicant:

Thank you for your interest in joining the Arizona Referral List managed by IATSE Local 748. We are very proud of the freelance technicians who have elected to be part of the Arizona Referral List.

The referents of the Arizona Referral List are the best Craftspeople in broadcast television to be found anywhere in the United States.

We have enclosed the Arizona Referral List New Member Application packet consisting of: Arizona Referral List Introduction, Arizona Referral List Policy, New Member Application and Arizona Referral List maintenance fee deduction authorization cards.

If you have any questions, please do not hesitate to contact any of the Local 748 officers listed to the left. Also, we encourage you to visit our IATSE Local 748 website (https://www.iatse748.com) to learn more about our operations.

If you are also interested in joining IATSE Local 748 as a Union member we would be happy to assist you in that process as well.

Yours sincerely,

Executive Board
IATSE Local 748

ARIZONA REFERRAL LIST

INTRODUCTION

Contracted Employers through Collective Bargaining Agreements with IATSE Local 748 (hereinafter "Local 748") have agreed to give preference in hiring to those listed on the Arizona Referral List managed by Local 748. Expressly for this purpose, Local 748 maintains a list of qualified freelance technicians (hereinafter "Referent(s)") regularly updated and provided to Employers. This list includes the Referent's contact information, Production City (if selected), as well as qualified job classifications that the Employers use in their hiring process. Having your name placed on the Arizona Referral List does not guarantee you any work.

The Arizona Referral List represents, without discrimination, Local 748 members and non-members alike. All Arizona Referral List applicants acknowledge and consent to a Referral. Maintenance Fee of 1% of gross contract earnings is charged to all persons working in covered crafts for signatory Employers (employers with IATSE broadcast contracts). This fee is separate from any Union membership dues and must be paid to Local 748 as an ongoing condition of Referral – the right-to-work state of Arizona considers this fee a reasonable means to share the costs for maintenance and development of Referral System among all that benefit by it. Union membership is not required to work on union productions in Arizona and inclusion on the list does not entitle any Referent to any Union status. Accordingly, an applicant whose qualifications have been verified by Local 748 cannot be denied admittance to the list based on their Union membership status.

The Arizona Referral List Maintenance Fee is a continuing financial obligation charged to all Referents on the Arizona Referral List. No portion of the fee may be used for anything that benefits Union members differentially from non-members nor may the fee be used to fund any other state, regional, or national AFL-CIO organization.

For consideration to be added to the Arizona Referral List, Employers must provide Local 748 with name, address, social security number, date of hire and job classification of the applicant. An individual may also apply to the Arizona Referral List by contacting Local 748 Business Representative at iatse748busrep@gmail.com to request an Arizona Referral List New Member Application packet. An applicant is also responsible for submitting a resume, three (3) references (name, phone number and email address) along with the last three (3) shows worked in broadcast television.

Inclusion of an individual on the Arizona Referral List constitutes verification by Local 748 that it has examined the experience and qualifications of that Referent, has determined that the person resides within the State of Arizona (jurisdiction) and is qualified to perform the job(s) indicated. In order to ensure your Production City is correct, Local 748 will refer to Arizona Individual Income Tax Procedure ITP 92-1 requiring you to provide residency documentation.

There are procedures and requirements that you must adhere to in order to have your name included and remain on the Arizona Referral List. Explanation of these procedures and requirements may be found in the *Arizona Referral List Policy*. Please read this document carefully and become familiar with the terms listed.

ARIZONA REFERRAL LIST POLICY

ELIGIBILITY

In order to be considered for inclusion or remain on the Arizona Referral List you must have a residence in the State of Arizona. Residency shall be established and supported by providing documents to Local 748 for verification. You are required to submit at least one document from each of the three Groups below:

GROUP ONE	GROUP TWO	GROUP THREE
1. Valid Arizona Driver's License	1. Federal records (taxes, social security)	1. Utility bills (gas, electric, water, phone, etc.)
2. Vehicle records (registration, lease, etc.)	2. State records (deed, property tax, mortgage)	2. Financial records (loan, credit, investments, etc.)
3. Insurance documents	3. Homeowner or tenant records	3. Internet, cable or satellite records
4. Employment records	4. Voter Registration	4. Rental agreement or lease

NOTE: Example—three documents from the same Group (utility bill, cable bill and bank statement) constitute only ONE document. Any documents submitted as proof of residence must show customary usage or consumption to demonstrate bona fide continuous habitation as determined by IATSE Local 748, in its sole discretion.

APPLICATION

If you fulfill the requirements above and can provide proper documentation listed, for inclusion on the Arizona Referral List you must contact Local 748 Business Representative at iatse748busrep@gmail.com or 1-888-610-3342 Ext. 3.

The non-refundable application fee for a new Arizona Referral List applicant is $40. A new member application packet for the Arizona Referral List will be sent for you to complete and return along with your verification documents and the $40 application fee. An applicant is also responsible for submitting a resume, three (3) references (name, phone number and email address) along with the last three (3) shows worked in broadcast television.

As part of the application process your work qualifications will be vetted. You may receive a phone call from Local 748 during the vetting process. This entire investigative process could take three weeks or more. Local 748 will notify you when one of the following three (3) decisions has been made:

1. *Acceptance*: Your name will be provided to Employers as an inclusion to the Arizona Referral List.
2. *Temporary Acceptance*: Local 748 feels it necessary to examine your qualifications further. Your name will be provided to Employers as a temporary addition for up to 12 months to the Arizona Referral List.
3. *Rejected*: Your inclusion to the Arizona Referral List has been denied. Your application fee of $40.00 will not be refunded.

APPLICANT RENEWAL

Local 748 maintains the Arizona Referral List on a continuous basis with the list being subject to annual review and renewal. During the annual review and renewal process, all Referents will have to complete and return the Arizona Referral List Renewal Application packet: at which time, the aforementioned residency requirements will apply if there is any change to the Referent's status.

The current structure for the renewal process is midyear notices sent *via* United States Postal Service by May 15th, due back to Local 748 by June 15th with all updates to the Arizona Referral List being completed by July 1st. Local 748 reserves the right to adjust the renewal process at its discretion.

ARIZONA REFERRAL LIST MAINTAINENCE FEE

An Arizona Referral List maintenance fee of 1% of gross contract earnings is charged to all Referents working for Employers and must be paid to Local 748 to remain eligible for Referral.

The 1% Arizona Referral List maintenance fee can be paid by either method below:

1. *Employer payroll withholding*

It's highly recommended the Referent choose the Employer payroll withholding for payment of the fee. In order for the Employer to withhold the fee you must complete an Arizona Referral List maintenance fee deduction authorization card (included in the New Member Application/Renewal Application packets). Employers will deduct 1% of gross wages from all applicable paychecks and submit directly to Local 748. Referents will remain on the Arizona Referral List for up to one (1) year unless or until requesting removal or becoming ineligible prior to the expiry or renewal date (whichever comes sooner). Please visit our 1% Authorization page under the "Documents" section of the IATSE 748 website https://www.iatse748.com to fill out the deduction authorization cards and mail to Local 748.

2. *Invoiced monthly by Local 748 via electronic billing (email).*

If a Referent chooses to be invoiced, he/she agrees to be billed (*via* email) and pay monthly the 1% of gross wages earned while working for Employers directly to Local 748.

Payments are due within thirty (30) days from the date of billing. If the financial obligation hasn't been received by Local 748 within thirty (30) days from initial billing, an additional late fee of $10.00 will be assessed and the Referent will receive a delinquent bill notification *via* email due within fifteen (15) days.

If a Referent is delinquent, he/she will be notified *via* email address on record with Local 748. Failure to pay the Arizona Referral List maintenance fee within forty-five (45) days from initial billing will result in removal from the Arizona Referral List. Since all Employers have agreed to give preference of hiring to those on the Arizona Referral List, removal *may* result in the loss of already booked and/or future contract work.

It is the responsibility of each Referent to timely pay all Fees owed, regardless whether invoiced monthly or by authorized payroll deductions. Specifically, a Referent's effort to authorize payroll deductions as well as any history of such payroll deductions being made does not negate his/her responsibility for Fees owed that were not deducted.

REMOVAL FROM ARIZONA REFERRAL LIST

A Referent may be removed from the Arizona Referral List:

1. by Referent's request;
2. for non-payment of his/her delinquent Arizona Referral List Maintenance Fee; or
3. by cessation of the Referral Eligibility Period.
   - Every Referent's listing is finite and will not carry over to following Period – Application for renewal must be received by Local 748 according to the date(s) in the Applicant Renewal section, *above*.

It is the responsibility of each Referent to keep your name, address, email, and phone number current with LOCAL 748.

Application for Arizona Referral List

Managed by IATSE Local 748

✓ **New Member ($40 Application Fee applies)**

Name: _____ Cell: (____) _____

Street: _____ Email: _____

City: _____ Local Production City: Phoenix or Tucson (circle one)

State: _____ Zip: _____

Emergency Contact: _____

Emergency Contact #: (___) _____

Emergency Contact Relationship: _____

CRAFT SELECTION:

Please indicate craft(s) applying for and needing Local 748 approval

Technical Director ____ Audio Mixer (A1) ____ Audio Assistant (A2) ____

Specialty Mic Ops (A3) ____ Video Controllers (V1) ____ Video (V2) ____

Hard Camera ____ Handheld Camera ____ ENG Cam ____ Jib Camera ____

Robotic Camera ____ Capture Playback (CPO1) ____ Capture Playback (CPO2) ____

Capture Playback (CPO3) ____ Graphics Operator ____ Graphics Coordinator ____

Graphics 2 (Box) ____ Stage Manager ____ Phone AD ____ Utility ____ Runner ____

PLEASE REMIT APPLICATION, RESUME AND $40 APPLICATION FEE TO:

IATSE LOCAL 748
P.O. Box 1191
Phoenix, AZ 85001

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NAME _____
(Please Print)

Last 4 of SSN _____

Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **Burke Brothers Productions, LLC.** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____

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NAME _____
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Last 4 of SSN _____

Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **Brighton Entertainment** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____

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NAME _____
(Please Print)

Last 4 of SSN _____

Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **Fox Sports Arizona** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____

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NAME _____
(Please Print)

Last 4 of SSN _____

Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **LDM Worldwide** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____

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NAME _____
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Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **Program Productions** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____

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NAME _____
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Last 4 of SSN _____

Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **Rush Media Company, LLC.** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____

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NAME _____
(Please Print)

Last 4 of SSN _____

Effective immediately, the undersigned assigns to Local 748 of the International Alliance of Theatrical Stage Employees the sum of 1% of all wages earned, and authorizes and directs **TRO Crewing** to deduct such sum from his or her wages and to remit the same to said union as a maintenance fee for inclusion on Local 748's Referral List. This assignment shall be irrevocable for a period of either one year or until termination of the applicable collective bargaining agreement, whichever is sooner; and shall be automatically renewed, with the same irrevocableness, for successive like periods, unless terminated by the undersigned in writing not more than twenty (20) nor less than ten (10) days prior to the expiration of such period.

Date _____

Signature _____

Address _____

_____