



# DEPARTMENT ACTIVITY REQUEST FORM

ARE YOU A:                    MEMBER                    SISTER STATUS                    PERMIT                    PERMIT PENDING

IS THIS A/AN:                ADD                    SWITCH                    UPGRADE                    APPEAL

NAME: \_\_\_\_\_

PHONE – HM: \_\_\_\_\_ OTHER: \_\_\_\_\_

PLEASE EXPLAIN HOW YOU WOULD LIKE TO UPDATE YOUR CURRENT FILE:

1. COMPLETE THIS FORM AND ATTACH RESUME ALONG WITH ANY OTHER RELEVANT INFORMATION.
2. CREATE A RESUME SHOWING RELATED DEPARTMENTAL EXPERIENCE AND ATTACH ANY REFERENCE LETTERS OR EVALUATIONS RELEVANT TO THE DEPARTMENT.
3. SUBMIT YOUR PACKAGE TO THE I.A.T.S.E. LOCAL 212 OFFICE.
4. FOR FILM DEPARTMENTS ONLY: YOU MAY BE REQUIRED TO TAKE THE SET ETIQUETTE AND PROTOCOL COURSE IN ORDER TO BE ACCEPTED INTO A FILM DEPARTMENT.
5. A COPY WILL BE SENT TO THE DEPARTMENT AND THE ORIGINAL WILL REMAIN ON FILE AT THE I.A.T.S.E. LOCAL 212 OFFICE.

ONCE THE DEPARTMENT HAS MADE A DECISION YOU WILL BE NOTIFIED, PLEASE DO NOT CALL AND INQUIRE AS TO THE STATUS.

Updated: 22-Jul-10