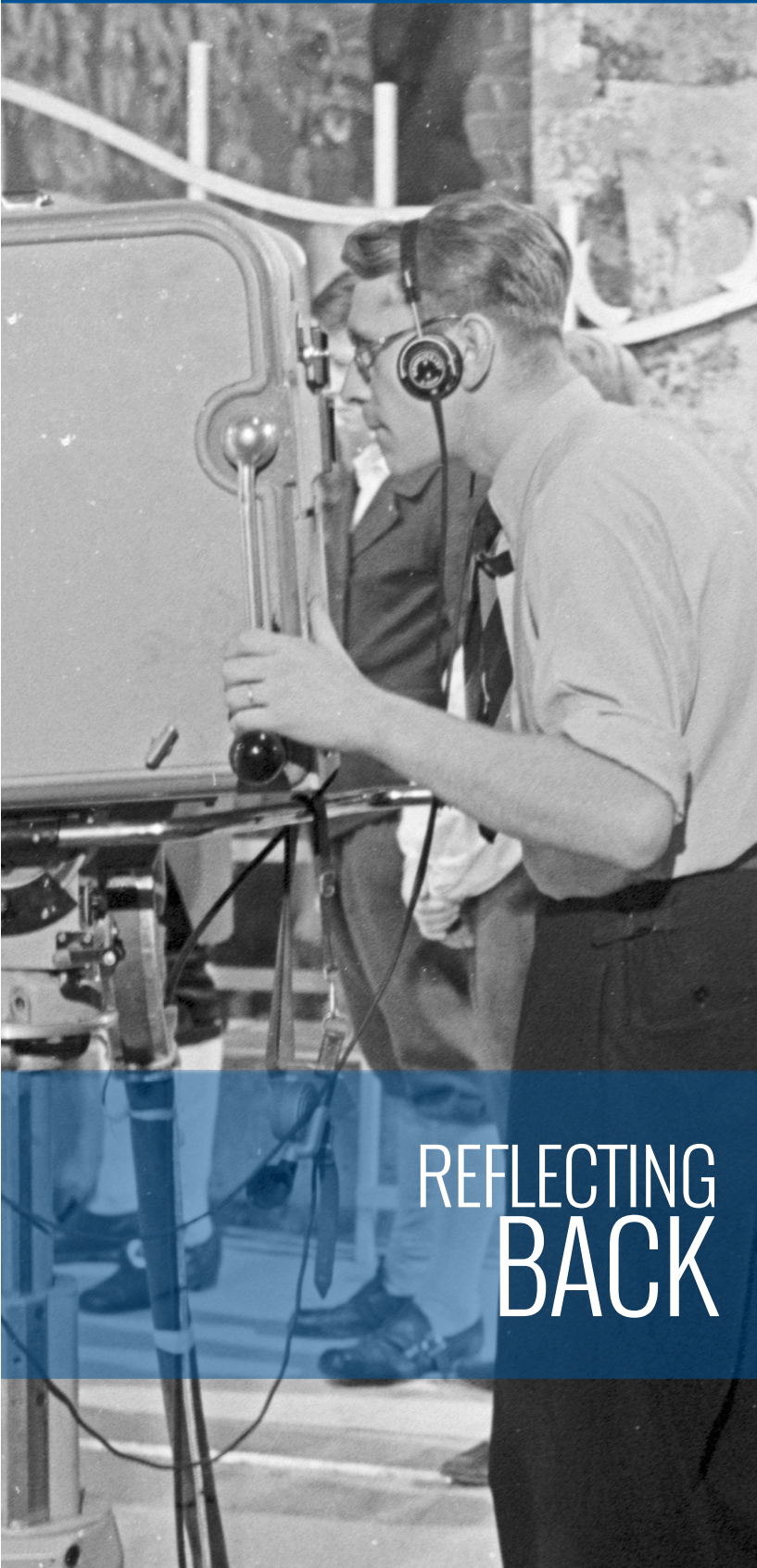
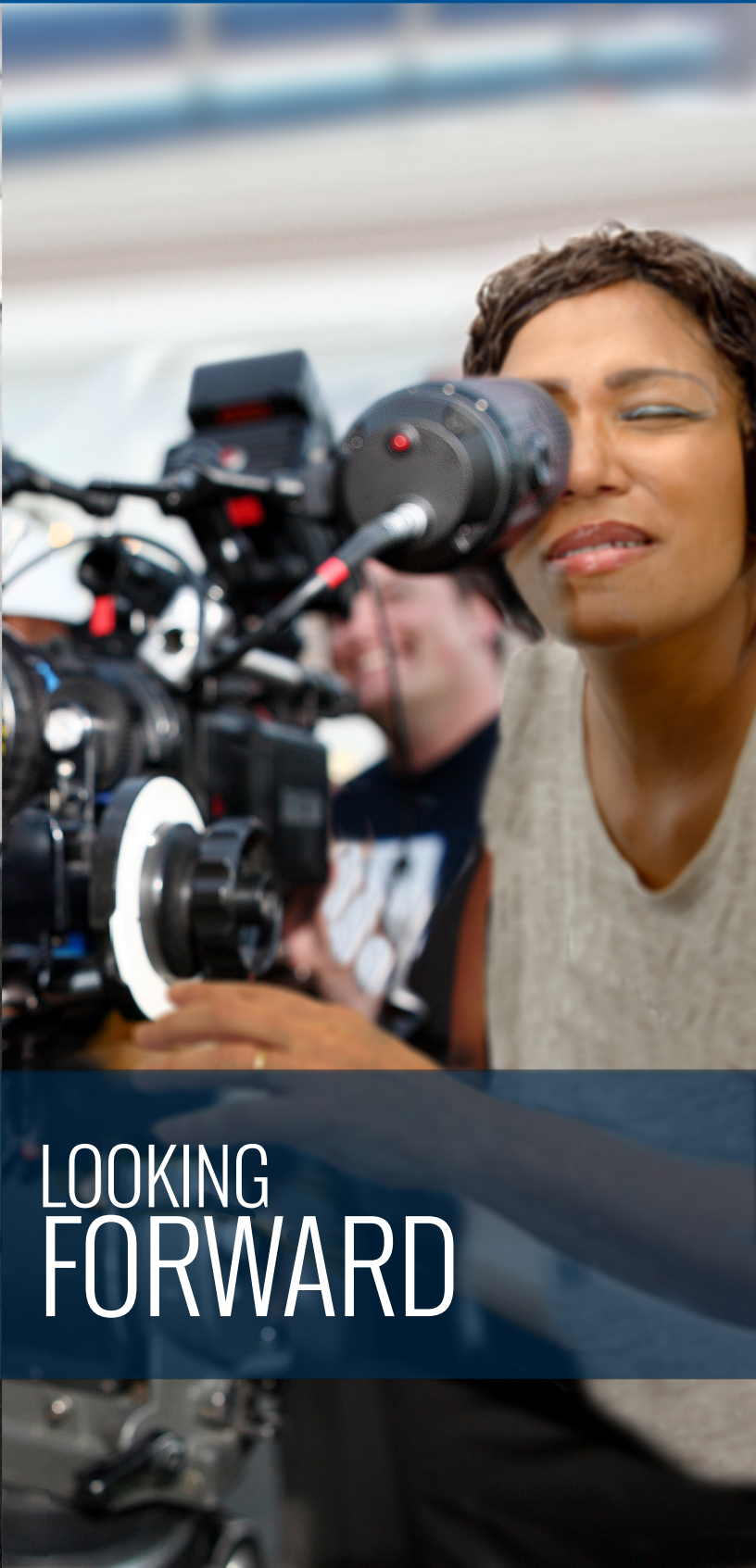




# 2017 ANNUAL REPORT



REFLECTING  
BACK



LOOKING  
FORWARD





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## INTRODUCTION

**It has been half a century** since Contract Services was established to serve the motion picture and television industry. As we reflect on these decades, we are tremendously proud of the artistic accomplishments of this entertainment community — and the tens of thousands of individuals we have helped prepare to safely and efficiently carry out essential behind-the-scenes functions.

Our founding principle of service has guided us over the years, impacting the decisions we've made, the initiatives we've embraced and the goals we've achieved. Many of these milestones are highlighted in the timeline that flows through this report.

We have also learned that, as the saying goes, change is the one constant. In recent years, we've seen radical changes in how films and television shows are produced, distributed and consumed. We as an organization, however, don't just react to changes in the industry; we're an industry leader in our development of online training and use of technology platforms like lobby kiosks. We have also increased our technological sophistication to protect the integrity and confidentiality of the personal information with which we are entrusted.

At Contract Services, we are committed to meeting the needs of the entertainment industry and maintaining an unparalleled standard of excellence in all that we do — in the past, now in the present, and onward into the future.

***Our core function is simple:***  
*We exist to carry out the required provisions of the collective bargaining agreements between the unions and the Alliance of Motion Picture and Television Producers. We are funded by the Signatory Producers' cents-per-hour contributions for each hour worked by, or guaranteed to, a covered employee.*



“ Together, we are fulfilling the mission laid out at our creation in 1965 and taking great leaps forward as the nature of that mission keeps evolving. ”

Reflecting back on my time at Contract Services, it's hard to believe it has been nearly 15 years since I joined the organization in 2003. I am so proud of what we have accomplished during this time. The Contract Services of yesteryear hardly resembles what we have become — the economies-of-scale administrator and training provider for the industry.

Back when I started, the Safety Pass training program was just getting off the ground. Now, the training we provide or fund — safety, harassment prevention, skills and other types — helps ensure that the industry's workers are safe on the job and skilled in their crafts, while the administrative services we provide assist workers in meeting the criteria for employment in the industry.

None of this would have been possible if not for the enduring dedication and hard work of our staff and Board of Trustees. Of special mention is Hank Lachmund, outgoing Chair and the longest-serving member on the Board, whose commitment to Contract Services extends 33 years. His vision for, and commitment to, our organization has been more than commendable — it has been vital to our growth and achievements, and for that we are grateful for his leadership and delighted he will continue to serve as a Trustee. The contributions, guidance and wisdom of two other Board members have also been deeply appreciated over the decades: Robert W. Johnson celebrating 28 years of service and Shirley White celebrating 22 years of service.

Together, we are fulfilling the mission laid out at our creation in 1965 and taking great leaps forward as the nature of that mission keeps evolving. As safety and harassment prevention continue to be priorities within the industry, Contract Services is positioned to keep pace with an increased slate of services that improve the workplace environment for industry employees nationwide and beyond.

So it is with pride and honor that I am pleased to bring you news of our activities in 2017, actions which continue to serve and strengthen the best production workforce in the world.

Sincerely,



Ingrid Lohne



## FROM THE CHIEF ADMINISTRATIVE OFFICER

**Ingrid Lohne**

Chief Administrative Officer,  
Contract Services



“  
*Contract Services is in the midst of one of the most exciting periods in its more than five-decade history.*”



## FROM THE CHAIR OF THE BOARD OF TRUSTEES

### **Nicole A-J. Gustafson**

Board Chair, Contract Services

Executive Vice President,  
Industrial Relations & Production Safety  
Paramount Pictures

It is with great honor that I take on the mantle of Board Chair of Contract Services. This organization has seen tremendous growth in recent years, and I would like to extend my deepest gratitude to my predecessor Hank Lachmund, the Contract Services leadership team and our Contract Services hero employees for keeping an eye towards the future with innovative strategies that are moving us forward.

Since joining the Board of Trustees in 2014, I have been on the ground observing and participating in our organization's continuing expansion. The enclosed annual report showcases the remarkable strides we have taken in recent years, as well as our dexterity in responding to the ever-expanding needs of the entertainment industry.

Each bargaining cycle, my studio colleagues and I work in tandem with the unions representing the extraordinarily talented workforce that keeps the wheels of this industry turning to reach a consensus on how best to move our trade forward. The resulting collective bargaining agreements often call for the creation of entirely new programs, such as the introduction of new training requirements, or changes to administrative processes, to ensure we are meeting the demands of both our workforce and the market.

We turn to Contract Services to “make it happen” by carrying out contract provisions and other regulatory and legal obligations that must be implemented on behalf of the studios.

In my time on the Board, I have seen the dedicated, hard-working Contract Services team rise to the challenge to keep this vital industry — a foundation of our region's economy and the creative epicenter of the world — operating safely and smoothly.

Contract Services is in the midst of one of the most exciting periods in its more than five-decade history. I look forward to propelling this progress forward as Chair and seeing what incredible changes we can effect, together, in the coming year.

Sincerely,

A handwritten signature in white ink that reads "Nicole A-J. Gustafson".

Nicole A-J. Gustafson  
Board Chair, Contract Services





# BOARD OF TRUSTEES



**Ms. Laura Beedy Ritchie**  
Vice President, Labor Relations  
CBS Studios Inc.



**Mr. Michael Campolo**  
Contract Services Vice Chair  
Senior Vice President, Labor Relations  
Fox Entertainment Group



**Mr. J. Keith Gorham**  
Senior Vice President, Industrial Relations  
Universal



**Mr. David Gross**  
Senior Counsel  
Alliance of Motion Picture and Television Producers



**Ms. Nicole A-J. Gustafson**  
Contract Services Chair  
Executive Vice President,  
Industrial Relations & Production Safety  
Paramount Pictures

## *Sony Pictures Entertainment*

**Mr. Safer Hopton**  
Executive Director, Labor Relations  
Sony Pictures Entertainment

## The Walt Disney Studios

**Mr. Robert W. Johnson**  
Contract Services Secretary  
Senior Vice President, Labor Relations  
Walt Disney Studios



**Mr. Hank Lachmund**  
Executive Vice President, Industrial Relations  
Warner Bros. Entertainment



**Mr. Marc Sandman**  
Senior Vice President, Labor Relations  
ABC Studios



## Cast & Crew

**Ms. Shirley White**  
Vice President, Labor Relations  
Cast & Crew Entertainment Services, LLC

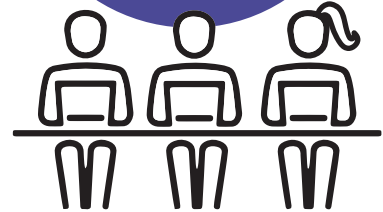


# 2017 YEAR IN REVIEW

TOTAL HOURS OF TRAINING:

# 139,682

Highest in 13 years



TOTAL ONLINE & IN-PERSON  
TRAINING ATTENDANCE:

# 64,152

Across 34 Courses

Individuals Completing Courses:

# 24,648



# 32

Safety  
Courses

# 2

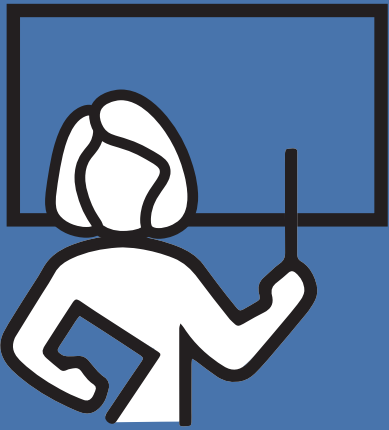
Harassment  
Prevention  
Courses

**HUNDREDS** OF  
SKILLS COURSES OFFERED  
BY OUR VENDORS AND PROVIDERS



**Total Training Hours  
since 2003**

**1.16 MILLION!**



**2**

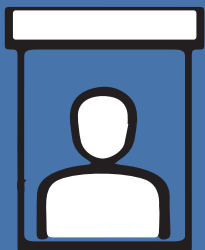
**Computer  
Labs**

**15**

**Classrooms**

**Forms I-9 Processed:**

**9,858**



**TOTAL LOBBY  
WINDOW VISITS:**

**31,629**





## FOCUS ON TECHNOLOGY

**Contract Services is keeping pace with the industry's needs and preparing for the needs of tomorrow.**

### Online Courses

In 2017, in our continued effort to make training more easily accessible by a larger number of industry workers, Contract Services launched the "D" — General Fall Protection course and the "P" — Hazard Communication course in an online format. We also launched two industry-wide harassment prevention and reporting training courses. We continue to work on developing additional courses online in order to bring training to a broader audience and improve safety throughout the industry, regardless of geographic location.

### Kiosk Convenience

Beginning in 2017, individuals visiting our lobby are able to use our new lobby kiosks — tablets which are mounted at lobby windows and the rear wall — to sign in for all classes they are enrolled in that day, and to update their contact information.

Similar to what one might find in an airport, the self-service kiosks easily scan an individual's Passcard, or an individual may log in using their Contract Services web portal username and password. Front-desk employees remain available to assist at one of our many lobby windows, should they be needed.

Our lobby volumes are ramping up due to Refresher Training requirements, and kiosks will help us speed people through the processes that have to do with administration and training of the industry's workforce. Additional services will be provided through kiosks in the near future!

**THE HISTORY OF CONTRACT SERVICES:**  
*This timeline highlights various milestones in our story thus far.*

**1965**

CSATF (Administration Trust Fund) founded

Industry-Wide Labor-Management Safety Committee established

**1960**

**1969**





## Prioritizing Information Governance

Contract Services' Information Governance (IG) department was established to create policies and procedures that ensure we meet industry standards and regulations for records and information management.

The work of IG is never complete. With the large volumes of information that Contract Services manages, whether related to safety training, management of the Industry Experience Roster, or substance testing programs, our work of protecting the integrity and confidentiality of records is a top priority.

For decades, recipients of safety training at Contract Services have been required to sign in and sign out of each course, which is a component of documenting course completion.

As part of our technology focus and information governance protocols, IG converted hundreds of volumes of historical motion picture and television safety training records that date back to the late 1980s into digital format for ease of storage and retrieval.

The arduous process of authenticating, barcoding and scanning each and every one of the attendance sheets — each one representing a class that was offered — was completed in 2017. **More than 30 years' worth of sheets were digitized.**

1970

1975

# 40 YEARS

## SERVICE RECOGNITION

The year was 1977: Average movie ticket prices were \$2.25, Jimmy Carter was in the White House, and Disco was just “in.” Among other monumental events of that time, **Joey Forrest** and **Richard “Dick” Jarrard** began their careers at Contract Services. Their contributions to the administration of industry contracts — those collectively bargained by Producers and unions — that facilitate the Southern California film and television industry have left an indelible mark.

We are proud to recognize the 40-year milestones and thank these dedicated staff members for their service to the organization they helped build.



WITH DICK JARRARD



**Richard (Dick) Jarrard**

Grievance Hearing Officer,  
Contract Services

**Q: How did you start in this industry?**

**A:** I started in this business in high school, working at Columbia studios as a laborer on summer vacation, which is where my father was employed.

**Q: What has motivated you to stay in this industry?**

**A:** My whole life has been like I’m on a river, on a raft, and something talks to me, and I step off and try it. And, if it doesn’t work, I step back on. Every place I went, I had never done the job before, so I’ve had to learn on the job.

**Q: How did you get your start at Contract Services?**

**A:** In 1977, two of my friends from the management side came to me and offered me the job of Executive Director. I wasn’t happy where I was, and this was a cut in pay. I said okay, I’ll take it — here again I’m onto that raft — and I loved it!

**Q: You retired in 1995, but you’re still working. Why did you give up retirement?**

**A:** After I retired, then-President of the AMPTP, Nick Counter, came to me and said, “I want you to stay five more years.” I said, “okay,” because I love the work and this industry. Then 23 years turned into 30 years, then into 40.

*Dick Jarrard  
begins as first  
Executive Director*



1976

1977





## WITH JOEY FORREST

**Q: Generations of industry employees have gotten to know Joey, who helped them get on the Roster. What was your name before you started here?**

**A:** My legal name is Lorene, but there was a Laurie already working in the office when I started in February of '77, so I said okay, I'll use my middle name, and I became Joey.

**Q: What is your favorite memory of Contract Services?**

**A:** Being a much smaller company when I started, we would have potlucks, and there were a lot of good cooks among us, so we had a lot of fun with that. At that time, women were joining the workforce in increasing numbers, so there was a group of women from both sides (union/studio) that would meet for luncheons. Maintaining good relations between labor and management was rewarding.

**Q: Have the Roster classifications changed over the years?**

**A:** No, classifications have not changed a lot, though there have been a few added here and there, mostly in the Non-Roster area, which didn't exist until the internet age. Don't forget, when I first started, we were still using IBM Selectric typewriters, there were no computers, so things were much simpler and tracked completely manually.

**Q: How has the workforce changed over the years?**

**A:** Well, they are much younger. I am seeing a lot of my peers who I actually put on the Roster, now in my same place, getting ready for retirement or having already retired...I'm amazed at the amount of bodies now needed to do our job for the industry, and how much production has exploded, perhaps since the advent of the internet.



**Joey Forrest**  
Senior Roster Director,  
Contract Services



*Joey Forrest hired as  
Roster Specialist*

1977

1980



## TRAINING

### **SAFETY PASS**

Our widely recognized Safety Pass program helps ensure that workers meet industry safety standards as well as stringent regulations set by the Occupational Safety and Health Administration (OSHA), Cal/OSHA and other government agencies. We consider it a serious responsibility to ensure that production professionals are trained to a high and consistent standard in order to be as safe a production workforce as any in the world.

This function continues to grow in order to keep up with training demands throughout the industry. Contractually mandated safety training is the single largest task we perform. We provide everything from the classroom and facility space to in-house design of course materials to development of experienced instructors.

This training also serves as the foundation for additional employer-led training. Course offerings have grown from 21 courses in 2003 to 32 courses in 2017, with another four in development. Course topics include general safety, hazard communications, lighting safety, and respiratory protection, while our hands-on training courses teach fall protection, forklift safety, cribbing and rigging, and much more.

“  
*We were very impressed by the strong commitment of the movie industry to worker safety, as evidenced by your excellent training program and facilities. I have no doubt that through the training Contract Services provides, many, many injuries have been prevented, and probably lives have been saved as well.*”

— Letter from  
David Michaels, PhD, MPH  
Former Assistant Secretary,  
Occupational Safety and  
Health Administration,  
U.S. Department of Labor

1980

1984



# SAFETY PASS COURSES



General Safety / Injury and Illness Prevention Program (IIPP)



Environmental Safety



Boom Lift / Scissor Lift Operator Safety



Special Aerial Lift Rigging: For Set Lighting Technicians



Special Aerial Lift Rigging: For Studio Grips



Traditional Insert Car Safety



Forklift Operator



Forklift Operator Refresher



Fall Protection



Advanced Fall Protection



Hand and Power Tools and Powder-Actuated Tools



Fire Extinguisher Safety



Scaffold Erection and Dismantling



Scaffold Use



Bloodborne Pathogens



Respiratory Protection



Welding and Cutting



Noise Exposure



Confined Space Entry



Excavation and Trenching

Assistant Directors Training Program (DGPTP)



Lockout / Tagout



Compressed Gas and Fuel Cylinders



Rough Terrain Forklift



Rough Terrain Forklift Refresher



Hazard Communication



Rigging Safety



Firearm Safety



Lighting Safety: Portable Power Systems



Workplace Electrical Safety: Facilities and Other Permanent Installations



Location Safety

Assistant Directors Training Program New York (ADTPNY)

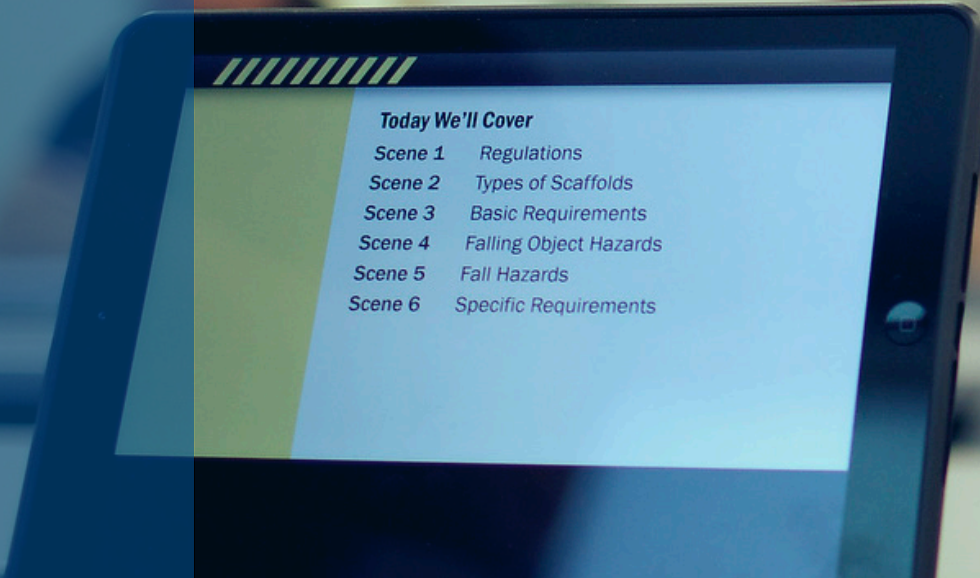
**In 2017, we provided or funded 139,682 hours of training** – a whopping 78% increase over the previous year, and the most hours in over a dozen years. Total annual online and in-person training completions for all our courses was 64,152. This brought the total training hours provided or funded by Contract Services since 2003 to over 1.16 million, delivered to over 60,000 people. Also in 2017, we worked with entities beyond the Los Angeles Studio Zones, partnering with organizations throughout the U.S. and Canada to share best practices and make our training available to more production workers.

## ***DID YOU KNOW?***

*Contract Services staff works with the unions and Producers to establish training timelines by local union and classification. We strive to choose timelines that will not disrupt production cycles and periodically adjust our hours of operation to accommodate the schedules and meet the needs of the industry.*

1985

1990



“  
*In all my years of sitting through harassment prevention courses, this is the best I've ever seen and taken. It presents actual problems encountered on set, and its scenarios show how people really relate to each other.*”

— David Elliott,  
Assistant Business Agent,  
Local #44

### Industry-Wide Harassment Prevention and Reporting Training

Producers and industry unions agreed to required harassment prevention and reporting training on an industry-wide basis, which meets the standards of California and federal law and helps ensure safe, reliable work environments for production crews, while reducing the number of incidents to which employers must respond.

In 2017, Contract Services launched online training courses to be delivered in 2-hour and 1-hour formats to 40,000 individuals within the next two years. The “HP2” (2-hour) course is for individuals with supervisory responsibilities, while the “HP1” (1-hour) course is for individuals with non-supervisory responsibilities. Based upon negotiated requirements, we anticipate a combined 60,000 hours of training will be completed on a repeating two-year cycle.

Having these courses online makes completion easy and convenient for Producers and workers, allowing individuals to complete the required training from anywhere. It is also a passport-style training program that is recognized by all of the major studios, which makes it an efficient and non-repetitive process for a freelance workforce that works for multiple Producers.

1991

CA requires all employers to have an Injury and Illness Prevention Program (IIPP)

CSATTF  
(Training Trust Fund)  
founded

1990

1994





**DID YOU KNOW?**

*For decades, the major motion picture and television Producers have provided their industry employees training to prevent harassment, discrimination and retaliation in the workplace. In recent years, Producers and industry unions negotiated harassment prevention training as a requirement to ensure production workers are provided high-quality training that is consistent across employers.*

This training meets the California requirement for those with supervisory responsibilities to take harassment prevention training every two years.

Both courses are designed with specific scenarios one might encounter in film/TV production. These professionally produced video segments, which were filmed using union-represented cast and crew, cover various real-world production environments. The major studios and Contract Services worked hard to make sure the courses are industry specific and not an off-the-shelf product.

**Refresher Training**

Promoting workplace safety for the benefit of all industry professionals is a critical priority of the motion picture and television industry. Industry unions and Producers negotiated Refresher Training — a requirement to retake required Contract Services courses on a periodic basis — because they agreed that maintaining current knowledge of industry-related safety practices is important.

- *Dick Jarrard retires as Contract Services Executive Director*
- *Cal/OSHA is presented the concept of an industry-wide training program*

**Mid-1990s**

*Management and labor collaborate to develop a safety "passport" program*



**Late-1990s**

**In 2017,**

Our Board of Trustees approved

**649**

**local-provided courses,**

for which

**318 courses**

were held by local unions.

Some courses were offered multiple times.

Additionally,

**915**

**vendor-provided courses** were

approved, with

**80 courses**

held by vendors, with some offered multiple times.


**2003**

*Safety Pass 2-year timeline begins*

**2000**

*Ingrid Lohne hired as Safety Pass Director*

**2004**



The implementation of Refresher Training is a phased-in process. The initial phase of Refresher Training began in 2016 with the "A" and "A2" general safety awareness courses, which are online.

In 2017, most of the local unions completed or were in timeline to complete "A" and "A2," which placed a demand on our computer labs, since many employees need computer assistance or don't have a computer at their disposal.

Also in 2017, individuals from select classifications began coming in to our facility to take certain in-person courses. Timelines for other remaining courses will follow, with the full cycle of Refresher Training occurring over the next few years, depending on classification.

### **CRAFT-SPECIFIC SKILLS TRAINING**

In addition to safety and harassment prevention training, we connect eligible industry employees with craft-specific skills training to enhance their proficiencies in such areas as set design, hair and make-up, digital editing and electrical systems.

Skills training courses are provided by the Producers or by the various local unions and vendors, which host or instruct the classes. In all cases, Contract Services reviews and approves proposals to ensure they meet content and quality standards, and funding for such courses is allocated by Contract Services. Skills training proposals are submitted annually, usually in October of the prior year. In the months leading up to this submission deadline,





we hold workshops to provide guidance and streamline the process for the submission of paperwork. We also host quarterly meetings throughout the year with the organizations and vendors who provide the training to seek feedback on the skills and training program overall.

Our Board of Trustees approves requests in January of each year. To be approved, submissions must directly enhance the skills of a craft.

In collaboration with Teamsters Local #399, we also administered Producer-provided hands-on skills training for industry drivers in courses such as Load Securing and Coupling and Uncoupling. This training is free of charge for eligible individuals.

## 2009

- *Contract Services relocates to 2800 Winona Ave.*



*Ingrid Lohne promoted to Chief Administrative Officer*



## 2010

● *Ingrid Lohne promoted to Contract Services Executive Director*

## 2005

## CRAFT-SPECIFIC SKILLS TRAINING

Total attendance across all skills courses:

2,213

Production Electrician, Fork Lift Training, Rough Terrain Forklift, Bobcat Bulldozer, Digital Audio, Digital Video, Cable Clinic Construction & Field Repair, Fisher Boom Training, Introduction to Smoke, Pro Tools Tips and Shortcuts, Supervisor 101, Supervisor 201, Budgeting 201, The Mechanics of Production for Costumers, Costume Continuity, Speciality Costumes, Aging and Distressing 1, Embroidery 1, Beading 1, Knitting 1, Knitting 2, Corsetry 1, Millinery Construction and Repair 1, Fabric Painting and Dyeing 1, Fabric Painting and Dyeing 2, Shoe Making 1, How to Fit Men, Period Hair Styling for Hair Stylist, Hair-Lace Wigs and Hair Pieces, Facial Hair Application, Application of Bald Caps, Temporary Tattoos, MU Prosthetics/Appliances, Make-up Effects, Out-of-the Kit, Ventilating for MU Artists, Sculpting and Making Appliances, High Fashion - Elegant Hair Styling, Electricity 101, 480V Power Systems, Electricity Power Lab, Rigging For Wet Locations, LED Assembly Technician 101, LED Assembly Technician 201, Balloon Lighting Tech 101, Soldering Workshop, Advanced Soldering Workshop, DMX Networking 101, Wireless DMX, Ethernet Protocols, Ethernet Protocols Lab, ACN/ARTNET/RDM, RDM (Remote Device Management), Lighting Console Programming, Programmers Lab A, Programmers Lab B, EOS Family Consoles: Basic Skills, EOS Family Consoles: Intermediate Skills, EOS Family Consoles: Advanced Topics, EOS Family Consoles: Expert Topics, GrandMA Consoles, Media Servers 101, Vectorworks Spotlight 101, Vectorworks Spotlight 102, Vectorworks Spotlight 103, Vectorworks Spotlight 104, Vectorworks Lab A, Vectorworks Lab B, Vectorworks Lab C, Vectorworks Lab D, Vectorworks Lab E, Vectorworks Lab F, Vectorworks Lab G, Vectorworks Lab H, Advanced Renderworks, Rhino Level 1 Introduction, Rhino Level 2 Beginner, Rhino Level 3 Mezzo, Rhino Level 4 Intermediate, Rhino Advanced Topics 1, Rhino Advanced Topics 2, Vectorworks Level 1 Introduction, Vectorworks Level 2 Beginner, Vectorworks Level 3 Mezzo, Vectorworks Advanced Topics 1, Vectorworks Advanced Topics 2, Scribble and Design on the iPad, The Traditional Method of Drawing the Character Design, History of Costume, Style and Design, Online Live MODO Essentials 1, Online Live MODO Essentials 2, Capturing Story: Camera Basic for the Art Department, SketchUp 1, SketchUp 2, SketchUp 3, SketchUp 4, Advanced Techniques for SketchUp, Layout Essentials for SketchUp, Back Projection & Scaling from Photographs, Architectural Moulding, Toon Boom Storyboard Pro Introduction 1.1 - Introduction 1.2 - Beginner 1.1 - Beginner 1.2 - Mezzo 1.1 - Mezzo 1.2 - Intermediate 1.1 - Intermediate 1.2 - Advanced Topics 1.1 - Advanced Topics 1.2 - Advanced Topics 2.1 - Advanced Topics 2.2 - Toon Boom Harmony Immersion Intro. 1.1 - Immersion Intro. 1.2 - Beginner 1.1 - Beginner 1.2 - Mezzo 1.1 - Mezzo 1.2 - Intermediate 1.1 - Intermediate 1.2 - Advanced Topics 1.1 - Advanced Topics 1.2 - Advanced Topics 2.1 - Advanced Topics 2.2, MODO Intro. 1.1, MODO Intro. 1.2, MODO Beginner 1.1, MODO Beginner 1.2, MODO Mezzo 1.1, MODO Mezzo 1.2, Storyboarding for Animation 1.1, Storyboarding for Animation 1.2, The Fundamentals of Screenwriting: Give Your Script a Solid Foundation 1.1, The Fundamentals of Screenwriting: Give Your Script a Solid Foundation 1.2, Beginning Feature Film Writing: Acts II & III 1.1, Beginning Feature Film Writing: Acts II & III 1.2, Fundamentals of Fiction 1.1, Fundamentals of Fiction 1.2, The Fundamentals of Writing a Drama TV Pilot 1.1, The Fundamentals of Writing a Drama TV Pilot 1.2, Writing the Action Feature Film 1.1, Python Scripting A, Python Scripting B, C++ A, C++ B, Flash 1.1, Flash 1.2, History of Animation 1.1, History of Animation 1.2, Truss and Chain Motors, Wire Rope Rigging, Knots, Ropes, and Traditional Rigging, Research, The Decades 1, Historical and Contemporary Ethnic Costume Class - Mid-East, Photoshop Topics 1, Photoshop Topics 2, Illustrator Topics 2, Illustrator Topics 3, Illustrator Topics 4, Computer Skills for the Costume Department 1 and Department 2, After Effects Fundamentals 1.1, Fundamentals 1.2, Mezzo 1.1, Mezzo 1.2, Advanced Topics 1.1, Advanced Topics 1.2, Photoshop Fundamentals 1.1, Fundamentals 1.2, Mezzo

# Skills training...









## TRAINING FUND PARTNERSHIPS

**Contract Services partners with other industry organizations to bring our courses to a broader audience. By working together, we can enlarge our reach and our impact while building a stronger culture of safety throughout the industry.**

### **Directors Guild of America Training Trust Funds**

As part of the Safety Pass program, Contract Services, in collaboration with the Directors Guild-Producer Training Plan (DGPTP), offers a safety course specifically for Directors Guild of America (DGA) members. The resulting safety training consists of Contract Services' online "A" course, as well as instruction regarding production safety that is tailored to the role of Unit Production Managers, Assistant Directors, Stage Managers and Associate Directors. Additionally, Contract Services and the East Coast-based Assistant Director Training Program Trust Fund collaborated to develop a separate East Coast course for Assistant Director Training Program-New York (ADTPNY) participants. This safety training covers specific laws and issues common to filming in the New York/New Jersey region. Over 5,000 DGA members have accounted for nearly 14,000 hours of training received under these two courses since they were first offered.

### **International Alliance of Theatrical Stage Employees (IATSE) Entertainment & Exhibition Industries Training Trust Fund**

Contract Services partners with the IATSE's Entertainment & Exhibition Industries Training Trust Fund (IATTF) to provide Safety Pass training to eligible industry workers. Currently, the "A" — General Safety/ IIPP course and the "A2" — Environmental Safety course are being offered online, furthering the education of basic workplace health and safety to industry workers nationwide.

# 2012

*Passcard is introduced, replacing the Safety Passport (which remains valid)*

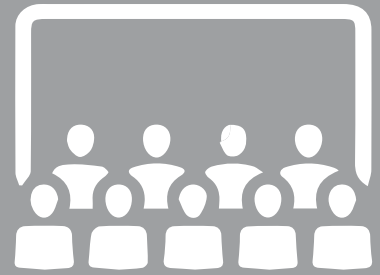
## 2010

## 2014





By 2028, Refresher Training is expected to account for **1.5 MILLION HOURS OF TRAINING, FILLING NEARLY 630,000 SEATS...**



...the equivalent to more than

**185 SOLD-OUT AUDIENCES**

at Hollywood's Dolby Theater, home of the Oscars®.

2710 Winona Ave. facility opens



Over 1 million hours of Safety Pass training

**2017**

Contract Services staff size reaches approximately 115

Contract Services celebrates its 50-year milestone



Technology push results in launch of online harassment prevention courses, additional safety courses, and kiosks

2015

2016



## OTHER TRAINING PROGRAMS

3,436

### NEW PLACEMENTS AND UPGRADES

on the Industry Experience Roster, maintaining Contract Services' continued growth streak over the past decade.

Contract Services also allocates funding for training required under collective bargaining agreements for individuals to upgrade to a higher job classification on the Industry Experience Roster.

This is the case for some classifications in Local #706 – Make-up Artists & Hair Stylists, and Local #800 – Art Directors Guild. The Make-up Artist Training Series, comprised of eight classes totaling 48 hours of instruction, and Hair Stylist Training Series, comprised of seven classes totaling 42 hours, are designed to provide a detailed study of proper technique relevant to the respective craft. Pursuant to the Local #800 agreement, a Junior Set Designer wishing to upgrade to the classification of Set Designer is required to complete the Set Designer Training Series consisting of six classes totaling 24 hours of instruction. These training series are administered by Contract Services.

As it has since 1965, Contract Services also funds apprenticeship programs established by collective bargaining agreements between Producers and the International Brotherhood of Electrical Workers, Local #40. The Wireman (Electrician) Apprenticeship Program is a five-year program consisting of classroom instruction and approximately 10,000 hours of on-the-job training, while the Heating, Ventilation, Air Conditioning (HVAC) Mechanic Apprenticeship Program is a four-year program consisting of classroom instruction and approximately 8,000 hours of on-the-job training. These programs are administered by the Joint Apprenticeship Committee, which is comprised of management and labor representatives.





## INDUSTRY ROSTERS

One of Contract Services' most vital services on behalf of the entertainment industry is maintaining and administering the Industry Experience Roster (IER), New Media Roster (NMR) and Television Commercial Roster (TCR). These rosters are critical employment tools to help production leaders access trained and qualified employees, while providing these professionals with an accreditation that reflects their training completion and experience working on television and film productions and commercials. In total, these rosters cover approximately 40,000 individuals spanning roughly 125 job classifications represented by IATSE and Basic Crafts unions.

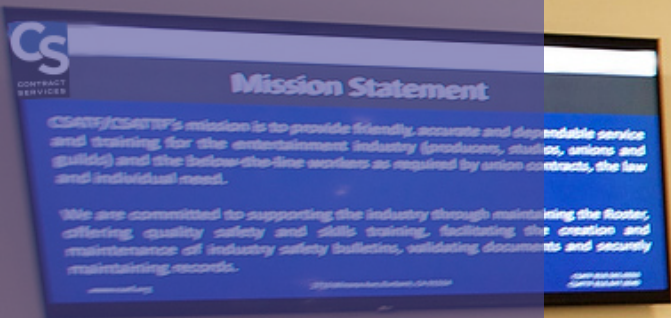
### **Teachers Availability List and Dual Credential Substitute List**

Due to an agreement between the Producers and the IATSE Local #884 – Motion Picture Studio Teachers & Welfare Workers, Contract Services maintains and administers the Teachers Availability List, which includes the names of those qualified to serve as Studio Teachers on motion picture and television productions. We also administer the Dual Credential Substitute List, which includes individuals who have the same State of California teaching credentials and supporting documentation as those needed for presence on the availability list but not the work experience and training within the motion picture and television industry.

Demand for our full range of services led to a total of

# 31,629

## LOBBY WINDOW VISITS IN 2017.



## ADDITIONAL SERVICES

**Beyond the tasks already listed, Contract Services carries out a wide variety of additional services required by the collective bargaining agreements between Producers and unions.**

### ***DID YOU KNOW?***

*Per federal regulations, the Forms I-9 we collect are valid for a maximum of three years.*

### **I-9 Employment Eligibility Documentation**

The Immigration Reform and Control Act of 1986 requires employers to verify the identity and United States employment eligibility of all employees by reviewing acceptable documentation and completing the Form I-9. In its ongoing effort to serve the motion picture and television industry, Contract Services maintains the Form I-9 information for individuals listed on the Industry Experience Roster. Industry employers have the option to use this information in complying with their Form I-9 obligations, relieving the individual of the responsibility of completing a separate form for each employer. In 2017, we performed 9,858 Form I-9 confirmations.

### **Controlled Substances and Alcohol Testing Programs**

Under federal regulations, workers with a commercial-class driver license who perform safety-sensitive functions must undergo drug and alcohol testing. Contract Services acts as a Consortium/Third-party Administrator for the substance testing of eligible workers, such as individuals on or applying for the Industry Experience Roster for Local #399 – Studio Transportation Drivers. Contract Services administers pre-employment, follow-up, random, return-to-duty, post-accident and reasonable suspicion testing as needed, and coordinates with the Substance Abuse Professional as required by federal regulation.





### **Reimbursement Programs**

Contract Services provides reimbursements for certain costs associated with employment-related certifications and other licensing requirements of eligible behind-the-scenes motion picture and television workers. Examples include reimbursements for commercial driver license renewal fees and exam costs of obtaining medical examiner's certificates for the industry's commercial drivers, reimbursements for Emergency Medical Technician certificates for those industry employees working as motion picture and television first-aid employees, and reimbursements for licenses necessary for Special Effects professionals.

### **Industry-Wide Labor-Management Safety Committee**

The Industry-Wide Labor-Management Safety Committee, formed in 1965, is comprised of the IATSE and its West Coast Local Unions, the Basic Crafts unions, the DGA, Screen Actors Guild - American Federation of Television and Radio Artists (SAG-AFTRA), and representatives of the Producers. This safety-focused group meets monthly to discuss a wide range of topics that affect the industry and is also tasked with developing industry guidance through its widely read Safety Bulletins, Procedural Guidelines and Informational Fact Sheets, which have become foundational tools for building a culture of safety in the motion picture and television industry. Contract Services serves as the administrator of this committee, and through our Production Affairs and Safety Department, we house the Management Co-Chair.

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#### ***DID YOU KNOW?***

*Contract Services hosts industry grievance hearings. Dick Jarrard, who retired as Contract Services Executive Director in 1995, has continued to serve as the Producers' hearing officer.*



## PREPARING FOR THE FUTURE

“*Film and television production workers are known for making “magic” happen on screen. For audiences to experience this magic, the production workforce on set must be trained how to do their jobs safely for the benefit of themselves and their coworkers. Contract Services plays an important role in making this happen.*”

— Jason Schomas,  
Director, Training Trust Fund

The entertainment industry has been undergoing a period of incredible change due to seismic shifts in technology, changing consumer demands, and economic mandates. By making strategic investments in emerging areas of need, Contract Services is positioned to keep pace with the industry’s needs and remain a valuable partner for the long-term.

## A SOUND RETURN ON INVESTMENT

As always, Contract Services will meet the increasing demands of the industry at the highest level of quality, while providing a substantial savings of time and resources for both workers and the employers. Centralizing and consolidating these many services under one roof lowers costs, eliminates redundancy, and relieves significant burdens on the industry. As a result, production crews and studios can focus on what they do best: creating film and television magic for the world to enjoy.





# OUR KEY PARTNERSHIPS

## Unions and Guilds

- Directors Guild of America (DGA)
- International Alliance of Theatrical Stage Employees (IATSE)
  - Local #44, Affiliated Property Craftspersons
  - Local #80, Motion Picture Studio Grips & Crafts Service
  - Local #600, International Cinematographers Guild
  - Local #695, I.A.T.S.E. Production Sound Technicians, Television Engineers, Video Assist Technicians and Studio Projectionists
  - Local #700, Motion Picture Editors Guild
  - Local #705, Motion Picture Costumers
  - Local #706, Make-Up Artists and Hair Stylists
  - Local #728, Studio Electrical Lighting Technicians
  - Local #729, Motion Picture Set Painters and Sign Writers
  - Local #800, Art Directors Guild
  - Local #839, The Animation Guild and Affiliated Optical Electronic and Graphic Arts
  - Local #871, Script Supervisors/Continuity, Coordinators, Accountants & Allied Production Specialists Guild
  - Local #884, Motion Picture Studio Teachers and Welfare Workers
  - Local #892, Costume Designers Guild
- International Brotherhood of Electrical Workers, Local #40
- Plasterers, Local #755
- Screen Actors Guild - American Federation of Television and Radio Artists (SAG-AFTRA)
- Southern California District Council of Laborers and its affiliate, Studio Utility Employees, Local #724
- Studio Transportation Drivers, Local #399 of the International Brotherhood of Teamsters
- United Association of Journeymen and Apprentices of the Plumbing and Pipe Fitting Industry of the United States and Canada, Local #78

## Other Partners

- Alliance of Motion Picture and Television Producers (AMPTP)
- Assistant Director Training Program Trust Fund - New York (ADTP-NY)
- Association of Independent Commercial Producers (AICP)
- Cast & Crew Entertainment Services, LLC
- Directors Guild - Producer Training Plan (DGPTP)
- Entertainment Partners
- IATSE Training Trust Fund (IATTF)
- Motion Picture Association of America (MPAA)
- Motion Picture Industry Pension & Health Plans (MPI)

## Companies

- ABC Studios
- CBS Studios Inc.
- Fox Entertainment Group
- Paramount Pictures
- Sony Pictures Entertainment
- Universal
- Walt Disney Studios
- Warner Bros. Entertainment



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