

# 2018 ANNUAL REPORT







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# Founded

by the major film and television studios in the mid-1960s, Contract Services' charge is to carry out the required provisions of the collective bargaining agreements between the film and television industry's West Coast Studio Local Unions and the Alliance of Motion Picture and Television Producers (AMPTP).

We administer a variety of programs for the benefit of the industry. From acclaimed industry-wide safety training to full administration of the Industry Experience Roster, as well as housing an assortment of other support services, we act as a one-stop shop, performing work behind the scenes that keeps our industry moving forward.

West Coast industry rosters and training lists contain more than 45,000 highly trained and qualified industry employees spanning more than 125 job classifications. We help these workers meet the criteria for employment in the industry — keeping them safety trained, skilled in their crafts and compliant with labor and government requirements — so Producers can hire the talent they need to bring their film or television project to the screen.

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## Our Mission

is to provide friendly, accurate and dependable service and training for the entertainment industry (producers, studios, unions and guilds) and the behind-the-scenes workers as required by union contracts, the law and individual need. We are committed to supporting the industry through maintaining the Roster, offering quality safety and skills training, facilitating the creation and maintenance of industry safety bulletins, validating documents and securely maintaining records.

## FROM THE CHIEF ADMINISTRATIVE OFFICER

**Ingrid Lohne**  
Chief Administrative Officer,  
Contract Services



In last year's annual report, I marveled at how the Contract Services of yesteryear hardly resembles what we have become — an indispensable administrator and training provider to the industry. Looking back on 2018, we are reminded of the brisk pace at which we rolled out new initiatives and expanded our services to the industry. Every day, we feel the excitement of the role we play as a quality service provider in a dynamic and evolving industry.

Last year, local filming activity helped propel the overall training hours that we provide to the highest levels in over a decade, while the number of individuals placed on industry rosters also achieved record highs. This growth has been fueled by the successful California Film & Television Tax Credit Program 2.0, which has helped increase local film and television production volumes. Concurrent with this growth in local production, we have expanded our staff to enable us to fulfill our existing responsibilities to the industry, while laying the groundwork for future initiatives that will benefit production crews and employers.

The industry relies on us to provide efficient and high-quality training that is consistent industry wide. In 2018, with this goal in focus, we created new course delivery formats to take advantage of online learning environments and "blended" course offerings. A blended format allows us to separate online learning from the practical, hands-on portion of a course, thus creating time efficiencies for production workers. We continually assess our operations to optimize our services and training, so that the user experience is more efficient and enjoyable for production workers.

During the past year, I conducted a listening tour across the industry, which involved numerous meetings with union business representatives, studio labor relations executives, and backlot employees to discuss the industry's current and future skills training needs from many perspectives. We shared ideas on how technology — for example, the growing prevalence of LED lighting — is changing the industry, and we are actively evaluating the skills we need to teach for the production jobs of tomorrow. We intend to expand our in-house skills training in the years to come for the benefit of the production workforce.

Aside from the day-to-day work our staff performs on behalf of our industry partners, you will also read in this report about our staff's volunteer efforts through our CAST program, the impact of which is felt throughout our region and beyond.

On the pages ahead, I am proud to bring you news of additional 2018 achievements, which demonstrate our commitment to meeting the needs of the continually evolving production landscape, so studios and production workers can do what they do best: make movie and television magic.

Sincerely,

A handwritten signature in blue ink that reads "Ingrid Lohne". The signature is fluid and cursive, written in a professional style.

Ingrid Lohne



## FROM THE CHAIR OF THE BOARD OF TRUSTEES

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

Board Chair, Contract Services

Executive Vice President,  
Worldwide Industrial Relations & Production Safety  
Paramount Pictures

Last year was my second year in the role of Chair of the Board of Trustees of this organization. I did not expect that my appreciation for the role of Contract Services, and the expertise possessed by its knowledgeable staff, would increase so much from the first year to the next.

In 2018, my company, Paramount Pictures, released eleven feature films including "Annihilation," "A Quiet Place," "Book Club," "Mission: Impossible – Fallout," and "Bumblebee." Much of the work on these films was done by crews that had received their safety and skills training through Contract Services. So, as a representative of one of the industry's major employers, I can tell you, Contract Services is vital to our ability to keep our talented workers safe on set.

This annual report is a showcase of the remarkable work of the board and staff in 2018 in response to welcome challenges presented by increases in local film, TV and commercial production levels, as we continue to innovate and find ways to use technology to improve delivery of our services to the production workforce.

For the entertainment industry to function well, its parties — management and labor — must work together to move storytelling, and the craftsmanship of the men and women who bring the stories to life on screen, forward. Contract Services plays an important role by providing the training that keeps our industry's talented employees safe on set and skilled in their crafts, while handling the administrative functions, such as employment eligibility verification and the maintenance of industry rosters, that help employers fulfill their regulatory and legal obligations.

The role of Contract Services employees may not be glamorous, but to me, they are heroes who make on-screen magic possible — they are the workhorse that prepares the behind-the-scenes workforce.

I'm excited to continue another year in my role as Board Chair, helping keep the industry operating safely and smoothly, and maintaining the southern California film and television production industry's dominance in the global entertainment landscape.

Sincerely,

A handwritten signature in blue ink that reads "Nicole A-J. Gustafson". The signature is fluid and cursive, with a long, sweeping underline.

Nicole A-J. Gustafson



# CONTRACT SERVICES BOARD OF TRUSTEES



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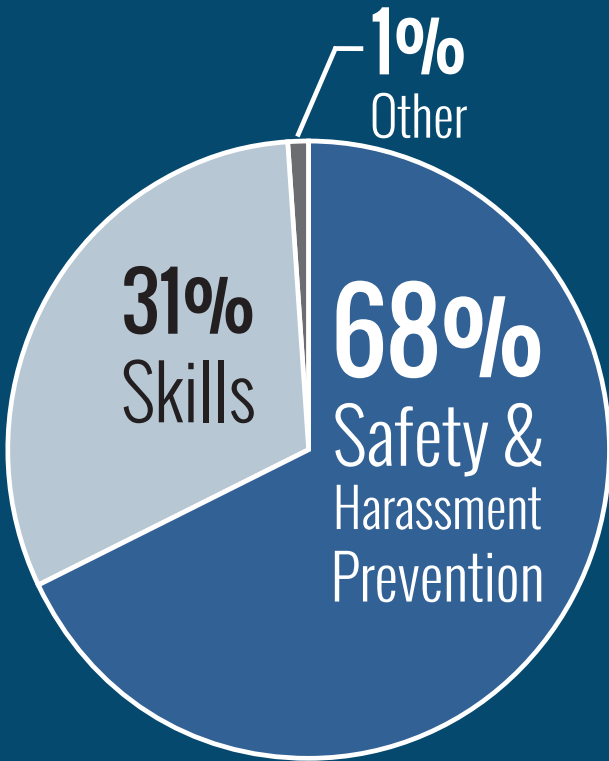


**Ms. Nicole A-J. Gustafson**

Contract Services Chair  
Executive Vice President  
Worldwide Industrial Relations  
& Production Safety  
Paramount Pictures

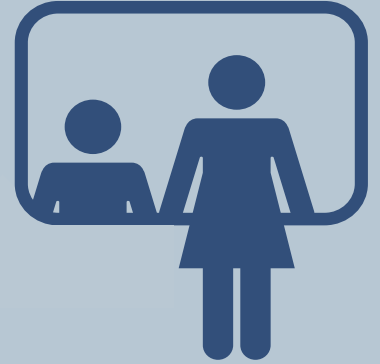
# 2018 IN REVIEW

## WHERE OUR TRAINING DOLLARS GO:

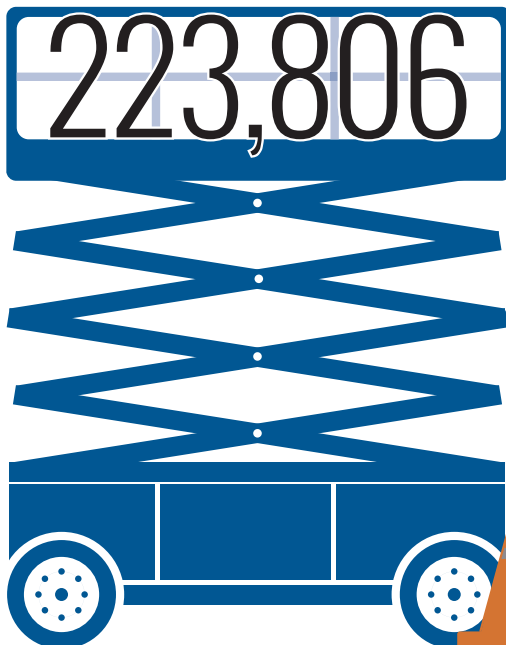


# 40,134

TOTAL LOBBY WINDOW VISITS



# 34

 COURSES  
(SAFETY AND HARASSMENT PREVENTION)

# 223,806

## TOTAL HOURS OF TRAINING







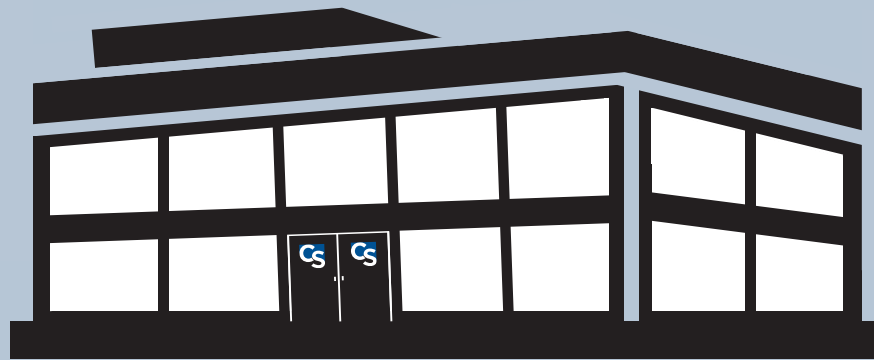
**11,341**  
FORMS I-9  
PROCESSED

**36,920**

**INDIVIDUALS  
WHO  
COMPLETED  
COURSES**



**TOTAL ONLINE AND IN-PERSON  
TRAINING ATTENDANCE IN 2018**



**83,000**  
SQUARE FEET

**13**   
CLASSROOMS

**4**   
COMPUTER LABS

“When movie-goers watch a film or TV show on a device, they usually don’t think about the hard work that happens behind the scenes. This work is performed by craftsmen and craftswomen that have often spent years learning their trade and the safe use of materials and equipment. By teaching the safe use of everything from scissor lifts to forklifts, firearms to scaffolding, the Safety Pass program helps ensure production professionals know how to keep themselves, and their coworkers, safe on set.”

— Carlo Perez, Manager, Training Trust Fund, and Local #755 member



## TRAINING

### Did you know?

Signatory Producers make cents-per-hour contributions to Contract Services for each hour worked by or guaranteed to a covered employee.

Contract Services provides or funds a variety of training, including safety, harassment prevention and skills training, that helps keep production employees safe and up to speed on current technologies and work practices.

Our 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. Our aim is to see 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 curriculum and course materials to development of experienced instructors.

This training also serves as the foundation for additional employer-led training. Course topics include hazard communication, noise exposure and respiratory protection, while our hands-on courses teach fall protection, forklift operation safety, cribbing and rigging, and much more.

In 2018, we provided 223,806 hours of safety and harassment prevention training – a 60% 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

# SAFETY PASS COURSES

	A	General Safety / Injury and Illness Prevention Program (IIPP)		E	Hand and Power Tool Safety		M	Lockout / Tagout
	A2	Environmental Safety		E2	Fire Extinguisher Safety		N	Compressed Gas and Fuel Cylinders
	B	Boom Lift / Scissor Lift Operator Safety		F	Scaffold Erecting and Dismantling		O	Rough Terrain Forklift
	B2	Boom Lift / Scissor Lift Rigging for Set Lighting Technicians		G	Scaffold Use		O1	Rough Terrain Forklift Refresher
	B3	Boom Lift/Scissor Lift Rigging For Studio Grips		H	Bloodborne Pathogens		P	Hazard Communication
	B5	Traditional Insert Car Safety		I	Respiratory Protection		R	Rigging Safety
	C	Forklift Operator		J	Welding and Cutting		S	Firearm Safety
	C1	Forklift Operator Refresher		K	Noise Exposure		V	Lighting Safety: Portable Power Systems
	D	Fall Protection		L	Confined Space Safety		V2	Workplace Electrical Safety: Facilities and Other Permanent Installations
	D1	Advanced Fall Protection		L2	Excavation and Trench Safety		Z1	Location Safety

Assistant Directors Training Program (DGTP)

Assistant Directors Training Program-New York (ADTPNY)

was 102,576, a massive increase over the prior year, due to the addition of Harassment Prevention course requirements, and an addition of approximately 12,200 more individuals taking courses. This brought the total training hours provided by Contract Services since 2003 to more than 1.38 million, delivered to more than 69,000 people.

## 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. The "HP2" (2-hour) course is for individuals with supervisory responsibilities, while the "HP1" (1-hour) course is for individuals with non-supervisory responsibilities.

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.

This training meets the California requirement for employees to take harassment prevention training every two years.

## In 2018,

we developed or moved

# 13 courses

to an online format, with some being "blended," meaning they have both an Online and an In-Person portion.



## TRAINING continued

Refresher Training, begun in 2016, is expected to account for

**1.5 MILLION**

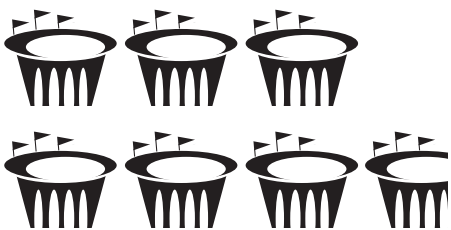
**HOURS OF TRAINING BY 2028,**

which represents

**630,000**

**INSTANCES OF TRAINING**

— the equivalent of nearly seven sold-out crowds at the Rose Bowl Stadium.



Both courses are designed with actual scenarios one might encounter while working in film or TV production. The courses include professionally produced video vignettes, which were filmed using union-represented cast and crew and cover various real-world production environments. We worked with the major studios 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.

The implementation of Refresher Training has been a phased-in process. Refresher Training began in 2016 with the “A” and “A2” general safety awareness courses, which are online. In 2018, we expanded our computer labs to further accommodate those who need assistance or may not have a computer available to them. By the end of 2018, workers represented by all of the local unions had completed the “A” and “A2” course timelines, which placed a demand on our computer labs.

Throughout 2018, individuals from select classifications continued coming in to our facility to retake certain in-person courses. Timelines for additional groups and courses will continue on a periodic basis.



## 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, we review proposals to ensure they meet content and quality standards, and our board approves and allocates funding to those conducting the training (e.g., vendors) or to the individuals completing the training themselves. Skills training proposals are submitted annually, usually in October, for the next fiscal year. In the months leading up to this submission deadline, we hold tutorials 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 continued to administer 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.

**In 2018,**  
our Board of Trustees approved

**848**  
local-provided courses,  
of which

**367 courses**  
were held by local unions. Some  
courses were offered multiple  
times.

Additionally,  
**1,109**  
vendor-provided courses  
were approved, with

**49 courses**  
held by vendors, with some  
offered multiple times.

# Total attendance for local- and vendor-provided courses exceeded 2,900.





## TRAINING FUND PARTNERSHIPS

We partner with industry organizations throughout the U.S. and Canada to make our training available to more production workers. 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

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 workers represented by the Directors Guild of America (DGA). 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 scenarios common to filming in the New York/New Jersey region.

### International Alliance of Theatrical Stage Employees

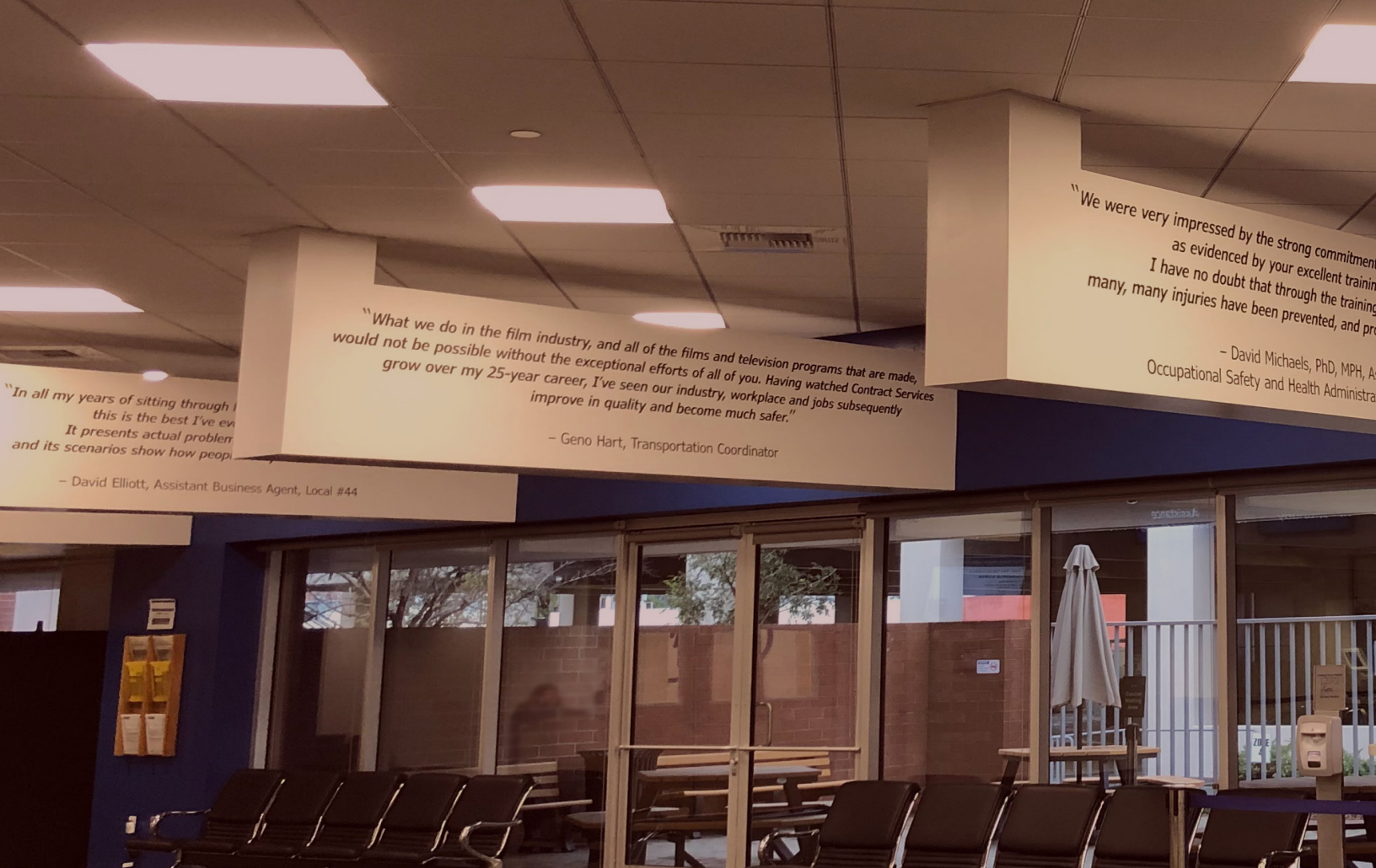
Contract Services partners with the IATSE's Entertainment & Exhibition Industries Training Trust Fund (IATTF) to provide Safety Pass training to eligible industry workers. Currently, the "A" — General Safety/IIPP course and the "A2" — Environmental Safety course are being offered online, furthering the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

## More than 5,800

**DGA individuals** have logged in excess of

## 16,200 hours

of training since DGA-specific courses were first offered.



## OTHER TRAINING

### Did you know?

Contract Services is administered by Trustees appointed by the Alliance of Motion Picture and Television Producers (AMPTP).

We also allocate 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. We administer these training series.

As we have since 1965, we also fund 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.



of the movie industry to worker safety,  
g program and facilities.  
Contract Services provides,  
ably lives have been saved as well."  
Assistant Secretary,  
tion, U.S. Department of Labor

# INDUSTRY ROSTERS & LISTS

One of our most vital services on behalf of the entertainment industry is maintaining and administering rosters and training lists, such as the Industry Experience Roster (IER) and Television Commercial Roster (TCR). These rosters and lists 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.

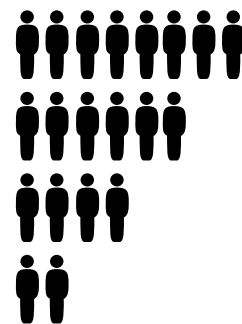
In addition to the IER and TCR, we maintain and administer the Teachers Availability List (TAL) — agreed to by Producers and the IATSE Local #884 – Motion Picture Studio Teachers & Welfare Workers — which includes the names of those qualified to serve as Studio Teachers on motion picture and television productions. We also administer the Dual Credential Substitute List (DCSL), which includes individuals who have the same State of California teaching credentials and supporting documentation as those needed for presence on the TAL but not the work experience and training within the motion picture and television industry.

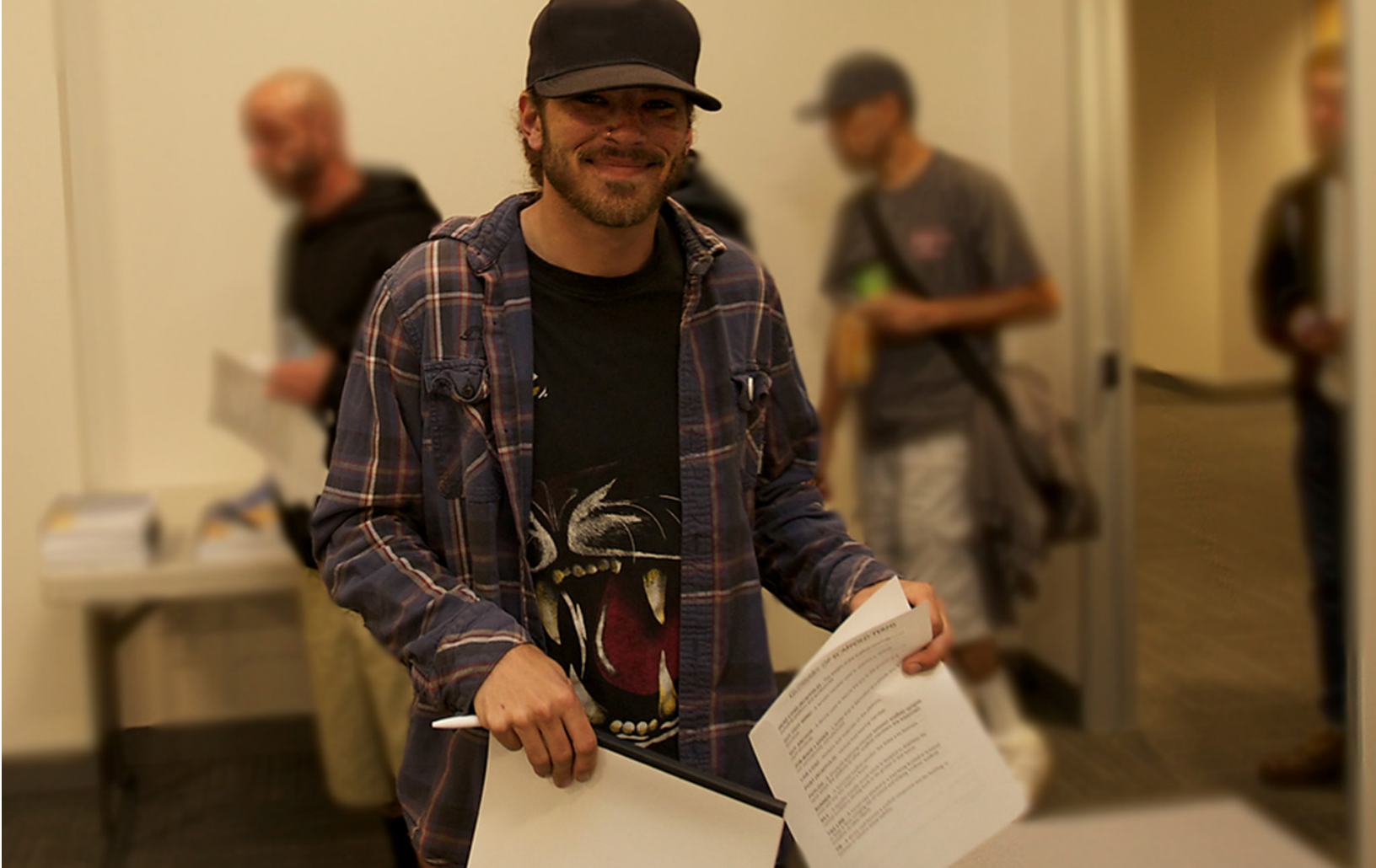
In total, these rosters and training lists cover more than 45,000 individuals spanning roughly 125 job classifications represented by IATSE and Basic Crafts unions.

## 3,844

### New Placements and Upgrades

on the Industry Experience Roster, setting a record high and maintaining a growth streak over the past dozen years.





## ADDITIONAL SERVICES

### Did you know?

Studio Transportation departments play a key role in getting film, TV, and commercial crewmembers and equipment to and from set. Drivers, and the companies who employ them, are required to follow numerous laws. We administer a Substance Testing Program, which helps employers meet Federal Motor Carrier Safety Administration regulations.

Beyond the functions already listed, we carry out a wide variety of additional services required by the collective bargaining agreements between Producers and unions.

#### Form 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 documents and completing the United States Citizenship and Immigration Services (USCIS) Form I-9, Employment Eligibility Verification. In our ongoing effort to serve the motion picture and television industry, we collect and maintain Form I-9 information for individuals listed on industry rosters. In 2018, we performed 11,341 Form I-9 verifications.

#### Controlled Substances and Alcohol Testing Program

Under the rules promulgated by the Federal Motor Carrier Safety Administration (FMCSA), within the Department of Transportation (DOT), employers are required to implement both alcohol and controlled substances (drug) testing of individuals who possess a commercial driver license and perform safety-sensitive functions. Contract Services acts as a Consortium/Third-party administrator (C/TPA) for testing of entertainment industry drivers working in multiple states under the Local #399 Agreement.



## Reimbursement Programs

We provide 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. We serve as the administrator of this committee, and through our Production Affairs and Safety Department, we house the Management Co-Chair.

## Did you know?

The Industry-Wide Labor-Management Safety Committee has authored 43 Safety Bulletins, half a dozen Informational Fact Sheets, and Procedural Guidelines used by the industry to help keep workers safe on set nationwide and internationally.



## COMMUNITY OUTREACH



**CAST** - Culture of Appreciation & Succeeding Together, is an assembly of employees who care about our organization, its employees, and fostering a cohesive team environment. CAST is comprised of seven committees: Big Events, Birthdays, Lunch 'n' Learn, Monthly Events, On-the-Spot Recognition, Wellness, and Philanthropic. Through our Philanthropic Committee, our employees have had the opportunity to make a difference in our communities.

Members of our staff have participated in activities across the greater Los Angeles area, such as a canned-food drive for the Los Angeles Regional Food Bank, sandwich-making for the Burbank-area homeless, clean-up of the Los Angeles River, and organizing care packages to be sent to troops stationed overseas.

In addition to offering our employees opportunities to make positive social contributions, CAST helps improve our organizational culture and provides employees the chance to bond in a social context while having fun.



# OUR KEY PARTNERSHIPS

## Companies

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

## 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)
- Producers Guild of America (PGA)

## Unions and Guilds

- Directors Guild of America
- 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
- Operative Plasterers and Cement Masons International Association of the United States and Canada, 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



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**Motion Picture & Television Industry** | Administration • Training