



NOTICE TO NEW MAKE-UP APPLICANTS

To all qualifying permittees... WELCOME!

You are coming to NABET at a very exciting time. The Make-Up department is stronger than ever, with a wide range of both skills and experience. We have drafted this letter with some suggestions that will make your transition into the industry much easier.

We ask that when filling in your application, **please print clearly**. There are two tests that must be completed to qualify you for a position in the Make-Up department. The first (PART I) is a written test that must accompany your application for permittee status.

The second (PART II) is a practical test to take home with you. While you are accumulating your \$2000.00 dollars in permit fees you should practice all the applications outlined in the attachment. When you have accumulated \$2000.00 in permit fees you should contact the office to apply for full membership. You will be required to complete the Practical Test and provide 3 signatures on your application: 2 Key Make-Up Artists and 1 member in good standing. The Practical Test is conducted twice yearly. Once eligible for membership the Make-Up VP will contact you with relevant information regarding the test.

As a Make-Up permittee you should be aware of basic criteria:

- Always arrive on time
- Maintain a full and clean kit

In addition, your appearance on set does have an impact on your department.

When you receive a call for work from the NABET office please ensure that you have all the necessary information:

- What is the location?
- Is this a nine hour or a four hour call?
- Is this an interior or exterior location? (proper clothing)
- Is the show period or contemporary? (preparation)

If the office does not have this pertinent information, please ask for the production office number. You can leave a message for the Head of Make-Up Department and they will return your call.

The NABET 700 CEP Make-Up department realizes that you are in a training position, however, to maintain the expected level of professionalism you should be up to date on current products, techniques, all period work, fashion looks, and facial hair applications. The Key Make-Up artist is there to guide you, to answer questions and to support their department. If you have any questions pertaining to the contract, rate of pay, benefits, etc... direct these questions to your Key, or the NABET steward.

NABET 700's Make-Up department welcomes you and hopes that this will be a positive training period for you.



Association of Film Craftsmen
National Association of Broadcast Employees & Technicians
Communications, Energy & Paperworkers Union of Canada



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NABET 700 CEP

MAKEUP DEPARTMENT

**PART 1
WRITTEN TEST**

MAKEUP DEPARTMENT MINIMUM KIT REQUIREMENTS

EQUIPMENT/MATERIALS

Disposable Razors	Cotton Swabs	Cotton Balls	Stipple Sponges (fine & course)
Latex Sponges	Non-Latex Sponges	Emery Boards	Red Rubber Sponges
Toupee Tape	Sea Sponges	Powder Puffs	Orangewood Sticks
Cape	Straws	Tissues	Tweezers
Electric Razor and/or Beard Trimmer			

PRODUCTS

Powders	Cleansing Lotions	Toner (no alcohol)	Isopropyl Alcohol
Eye Drops	Sealer	Glycerine	Camouflage Crème Colours
Bronzers	Adhesives	Beard Stipple Colours	Shaving Foam
Collodian (flex/non-flex)	Scar Plastic	Bug Spray	Lip Balm
Duo Surgical Adhesive	Nail Polish Remover	Styptic Pencil/Powder	Brush Cleaner
Sunsreen	Adhesive Remover	Crepe/Human Hair	Disposable mascara wands

FOUNDATIONS

A good selection of shades for any skin tone. A variety of brands to allow for actor allergies. Established professional brands are recommended.

4 light skin tones	4 deep skin tones	4 basic skin shades	4 oriental to olive skin tones
4 natural sun tan shades	2-4 shading colours	2-4 counter shading colours	

LINER COLOURS

Basic Colour Wheel colours: red, white, black, maroon, yellow, blue, orange, green and purple. It is recommended to include SPFX Colours such as the Blasco Death Colours, Ben Nye Bruise or Burn Colours, alcohol based Illustrator Pallettes.

BODY MAKEUP

Liquid or Cake.

CHEEK COLOURS

A good assortment of colours in cake or moist form. Try to have colours to compliment any skin undertone.

LIP COLOURS

Try to have colours to compliment any possible skin colour/undertone. Some matte, some frost and some specialty colours for period work. A good kit should also contain a selection of lip gloss colours and a good range of lip pencils.

EYESHADOWS

Try to have a range of colours to suit any possible subject. Products should be both matte and pearlized and include dry cake, water applied and crème colours. Eyeliners – (pencil or cake) neutral colours & fashion shades.

MASCARA/FALSE LASHES

Black and Brown mascara in water-proof and water-soluble. Cake mascara is optional. Disposable wands are a good idea. Both strip and individual false lashes, in brown and black. Eyelash adhesive (or Duo Surgical Adhesive).

NAIL POLISH

A selection of polishes: clear, red, pink, neutral and fashion colours.

OPTIONAL ITEMS

SPFX blood in various shades, prosthetic foundations, tooth enamel (black and nicotine), airbrush makeup.

Connect the appropriate employee title by number to the appropriate job description. (One answer per description)

- 1. Producer**
- 2. Key Makeup Artist**
- 3. DOP**
- 4. Script Supervisor**
- 5. 1st AD**
- 6. Executive Producer**

- 7. Director**
- 8. Costume Designer**
- 9. Gaffer**
- 10. Production Manager**
- 11. Key Grip**
- 12. Location Manager**

- ___ Responsible for finding and securing all the locations needed for filming.
- ___ In charge of all the day to day management of all financial aspects of the show.
- ___ Head electrician; works with the DOP in setting the lights and creating the mood.
- ___ In charge of application, maintenance and removal of all makeup products.
- ___ Assists the Director in scheduling and planning the filming, the actors, crew and locations.
- ___ Is in charge of all business aspects of one film or project. They may share in the artistic decisions with the Director.
- ___ May be in charge of more than one project or film at a time. He/she is ultimately responsible to the studios or the network.
- ___ Is responsible for the recording all information referring to timing, positions and dialogue changes during a shot. They are also responsible for recording and checking the continuity of all departments.
- ___ Responsible for the visual “look” of the show – lighting, ambience, atmosphere and mood. Works directly with the Director and Production Designer.
- ___ In charge of moving scenery and equipment, lay down dolly tracks, create scaffolding. Responsible for everything between camera and lights.
- ___ In charge of all costume continuity whether in the scene or the show. Takes care of actors on set – keeping them warm, dry, cool or comfortable. Arranges dry cleaning, laundering and maintenance.
- ___ In charge of all creative aspects of the production including: casting, the “look” of the show, art direction, costume design, makeup, locations, script revisions, where the camera is placed, how the shots are to be made and working with the actors on characterization and dialogue.

Define the following on-set terms:

MOS -

Block Shooting -

Second Team -

Pick-up Shot -

Master -

The Abby -

First Team -

Wrap -

Final Touches/Finals -

Continuity -

Blocking -

Honeyland -

Close-up -

Medium Shot -

Shooting night for day -

Flashing -

10-1 -

Back to ones -

Hot Set -

Turn over -

ECU -

OUT OF KIT EFFECTS

1. What stage of a bruise would show a yellow tone?
2. Describe two ways to create a simple scratch?
3. How would you create a second degree burn? How would the colours of this burn show?
4. How would you make a temporary tattoo look older after it has been applied?
5. Describe how you would age a woman 30 to look 45?
6. What materials could you use to create and old scar? What colour would the scar be?
7. How could you make a bruise waterproof?
8. Facial hair for stunt doubles and extras can be made with.....

GENERAL QUESTIONS

1. Provide examples of questions you would ask an actor/actress the first time they sit in your makeup chair.
2. Describe the products and techniques you would use to remove applied facial hair.
3. Describe the difference in makeup application techniques when shooting with HD.

BALD CAPS

On the following page, outline the steps and procedures, from start to finish, that you would take to apply a bald cap on a principle actor for a feature film.

NABET 700 CEP MAKEUP DEPARTMENT TRADE TEST

Procedures for Applicants

General:

- All applicants must check in at appointed time.
- All presentations of work must be submitted as “camera ready”, that is, suitable for feature film not television or stage productions.
- There will be a half hour lunch break to be provided by the union.
- The applicants will be required to complete the sections of the test in the given order.
- The applicants must complete each test section from start to finish. Therefore, the models will remove their makeup between tests sections.
- The applicants must be aware that there is a time limit for each test section. Should the applicant finish a section early, they will be allowed to start the next test section once their work has been graded.
- The applicants are required to bring a fully equipped makeup kit and any supplies, tools or materials necessary to complete the trade test.
- The applicants should be aware that in addition to their test results their attitude conduct and hygiene will also be assessed.

Models:

- The applicant must bring 2 (two) models:
 - 1 (one) male model, clean-shaven between the ages of 25 – 40.
 - 1 (one) female model between the ages of 25 – 40.

NABET 700 CEP MAKEUP DEPARTMENT TRADE TEST

Test Section	Time Limit
1. Set up for practical test	20 min.
2. Straight makeup for male model	20 min.
3. Straight/natural makeup for female model	30 min.
4. Glamour makeup with false eyelashes female model	30 min.
5. Application of all lace facial hair moustache, sideburns, goatee/beard male model	30 min.
6. Period makeup #1 for female model	30 min.
7. Aging makeup – 20 year maximum no appliances male model	30 min.
8. Period makeup #2 for female model	30 min.
9. Application of fresh cuts, bruises and scrapes male model	30 min.
10. Application of 3 rd degree burn scar male model	30 min.
11. Period makeup #3 for female model	30 min.
12. Application of crepe facial hair male model	30 min.