



## NOTICE TO NEW MAKEUP APPLICANTS

To all qualifying Permittees,

You are coming to NABET 700-M UNIFOR at a very exciting time. The Makeup Department is stronger than ever, with a wide range of both skills and experience. This letter explains the permittee process and includes suggestions that will make your transition into the Union much easier. We ask that you please print legibly when filling out your application. There are three (3) steps that you must complete to obtain permittee status in the Makeup Department.

### Step 1: Permittee Application\*

- You must submit your completed Permittee Application package to the Union in advance of scheduling your Written Test.

### Step 2: Written Test

- After you have submitted your Permittee Application Package, you will be contacted by the office to schedule a date / time to write the test at the Union office (100 Lombard Street, Suite 301).
- Written tests are scheduled from Monday to Friday between 9:00 a.m. and 3:30 p.m. and you will be given 2-hours to complete the test. You must score a minimum of 85% to pass the written test. \*
- Please note that the Written Test attached to this package is for studying purposes only.

*\*Applicants have two (2) attempts to write and pass the written test. If you fail on your second attempt, your application will be rejected, you then must wait one-year before you may reapply.*

### Step 3: Permit Panel.

- You must attend a Permit Panel to meet with two (2) members from the Makeup Department along with the Makeup Department VP. You will be required to bring your most current resume and portfolio\*, and be prepared to discuss them. Your portfolio should be well rounded (**see attached Skill Set list**), showing a variety of skills required for film/TV productions. *\*Social media accounts will not be accepted as a portfolio.*

Once you become a Makeup Permittee you should be aware of the basic criteria:

- Always arrive on time
- Maintain a full and clean kit
- Be kind, courteous and professional
- Conduct yourself at all times with integrity and in a responsible manner
- Be a team player

In addition, how you present yourself on set reflects your department and the Union. When you receive a call for work from the NABET 700-M UNIFOR crewing office, please ensure that you have all the necessary information:

- What is the location? Is this an interior or exterior location? (Proper clothing required)
- Is this a 9hr or 4hr call?
- Is the show period or contemporary? Are there any other requirements? (Preparation required)
- What is the production office phone number? You will need to call and ask to be put on the email list to receive the call sheets.

If crewing is missing this pertinent information, you can call the production office and leave a message for the Head of Makeup Department and they will return your call. Sometimes the Department Head will let crewing know to give out their number. You may call/text the Head of the Department, **BUT** understand that they have limited time available when on set and as such keep your questions direct and to the point.

The NABET 700-M UNIFOR Makeup 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 and techniques. The Makeup Department Head is there to guide you, to answer questions, and to support their department. If you have any questions pertaining to the contract or rate of pay, please direct these questions to the Department Head.

NABET 700-M UNIFOR's Makeup Department welcomes you and hopes that this will be a positive experience for you.

## MAKEUP DEPARTMENT SKILL SET LIST

Your combined training, work experience, and portfolio should demonstrate the skills listed below. You will be required to include at least one photo example of each skill in your portfolio.

Please check off the skills you possess:

- ☐ Corrective and natural makeup (men and women)
- ☐ Glamour makeup
- ☐ Period makeup (any period/era)
- ☐ Facial hair (grooming, hand laid application, stubble application and ventilated pieces application)
- ☐ Tattoo application
- ☐ Tattoo coverup
- ☐ "Bondo Transfer" application and colouration
- ☐ Bald cap application and colourization (applicants' choice of bald cap type)
- ☐ Age with stretch and stipple
- ☐ Age with paint
- ☐ Airbrush (1) Corrective, beauty and fantasy

Out of Kit Makeup Effects:

- ☐ Scrapes and scratches
- ☐ Wound (cut) construction
- ☐ Bullet hole construction
- ☐ Burned skin
- ☐ Scar
- ☐ Stitches
- ☐ Black (bruised) eye
- ☐ Fresh and aged blood dressing
- ☐ Varied dirt applications

SPECIAL MAKEUP EFFECTS (Prosthetics) \*if applicable

- ☐ Airbrush (2) 3D painting and/or prosthetic beyond corrective (fantasy and/or character)
- ☐ Foam latex application and colourization
- ☐ Gelatine application and colourization (must be larger than 2" in length)
- ☐ Encapsulated silicone appliance (application and colourization)
- ☐ "Bondo transfer" application and colourization (must be bigger than 4" in length)
- ☐ Creature or Character using prosthetic application and colourization
- ☐ Trauma prosthetic makeup application and colourization involving blood tubing

## MAKEUP DEPARTMENT KIT REQUIREMENTS

(Applicants: Please keep this list for your records)

Makeup must be professional quality, preferably from established brands (Mac, Makeup Forever, Naked Cosmetics, Kett, It Cosmetics, Cinema Secrets).

<b>Tools &amp; Equipment</b>	<ul style="list-style-type: none"> <li>- Professional makeup brushes, palette and spatulas, tweezers, scissors, safety scissors, cutting comb, eyelash curler, makeup pencil sharpener, nail grooming kit, hand mirror, water mister, set bag, cape, hair dryer</li> </ul>
<b>Expendables</b>	<ul style="list-style-type: none"> <li>- Latex and non-latex sponges, variety of textured stipple sponges (red, orange, black fine and coarse), sea sponge, cotton balls or pads, cotton swabs, powder puffs, disposable mascara wands, straws, blotting papers, emery boards, wet wipes, tissue, toupee tape, vinyl gloves (optional), flesh coloured ear plugs</li> </ul>
<b>Products</b>	<ul style="list-style-type: none"> <li>- Skin Care: Mineral spray, no rinse and waterproof makeup remover, eye makeup remover, facial moisturizer and eye cream, facial toner, body moisturizer, hand cream, blemish cream or gel.</li> <li>- Eye Care: Eye drops for red eyes, individual lubricating drops (contact lens safe), contact lens solution and extra lens case, eye wash.</li> <li>- Oral Care: Breath freshener or mints, tooth brush, tooth paste, dental floss and/or floss sticks.</li> <li>- Shave Care: Shave cream, after shave balm, styptic liquid or powder, disposable razors, electric razor, beard trimmer.</li> <li>- First Aid: Anti-bacterial cream, liquid bandage 1% cortisone cream and/or Benadryl spray (for allergic reactions), aloe vera gel (for skin irritations), band aids.</li> <li>- Disinfectants: 70% alcohol, hand sanitizer, brush cleaner, razor disinfectant.</li> <li>- Other: 99% alcohol, lash adhesive, makeup primer, mattifier, sunscreen, bug spray.</li> </ul>
<b>Complexion</b>	<ul style="list-style-type: none"> <li>- Fluid foundations (HD compliant) in global skin tones</li> <li>- Cream foundations (HD compliant) in global skin tones</li> <li>- Mixing medium to create airbrush makeup from liquid foundation or thin cream foundation</li> <li>- Makeup that is suitable for body makeup in global skin tones</li> <li>- Concealer in liquid and cream in global skin tones</li> <li>- Correctors - red and blue neutralizer, beard cover</li> <li>- Loose setting powder and pressed powder in no colour and ones suitable for Global skin tones.</li> <li>- Matte bronzers (light and dark)</li> <li>- Hi-lighter (appropriate for global skin tones)</li> <li>- Blush - a good assortment in cream and powder of both warm and cool colours suitable for global skin tones</li> <li>- Extreme coverage makeup for tattoo's, scars etc.</li> <li>- Alcohol activated palettes in complexion and skin tones (global skin tones)</li> </ul>

<b>Eye Makeup</b>	<ul style="list-style-type: none"> <li>- Eye shadow - a range of colours to suit a variety of looks from corrective, beauty, fashion, period or fantasy. Finishes should vary from mattes to frosts including dry cake, water activated and cream colours</li> <li>- Eye liners - in pencil and cake form. Natural colours (black, brown, grey), fashion, period and fantasy colours</li> <li>- Mascara - black and brown (regular and waterproof) and clear</li> <li>- False eyelashes - strip and individual (black and brown)</li> <li>- Brows - pencil, powder and alcohol activated palette (suitable for all hair colours)</li> </ul>
<b>Lips</b>	<ul style="list-style-type: none"> <li>- Lip stick - complimentary lip colours for natural, beauty, fashion and period accurate. finishes should vary from stains, matte, frosts to gloss</li> <li>- Lip gloss - a selection of tints including clear</li> <li>- Lip liners - 3 nude colours suitable to define lips on global skin tones. A selection of complimentary corresponding lip pencils</li> <li>- Lip balm (demi-matte)</li> </ul>
<b>Nails</b>	<ul style="list-style-type: none"> <li>- Variety of polishes in clear, neutrals and fashion colours, nail polish remover</li> </ul>

## MAKEUP DEPARTMENT KIT REQUIREMENTS

### Out of Kit FX and Specialty Makeup

The following examples are of potential makeup applications that must be possible out of your kit. (Product choices are a matter of personal preference).

Casualty simulation (including cuts, abrasions, bruising and burns), bullet hits, basic aging, breakdown (dirt, soot, grime), illness and death simulation exposure simulation, temporarily changing eyebrow or facial hair colour, application of laid on or lace hair pieces.

<b>Dirt</b>	Suggested coloured powders – PPI Dirt Works: dark brown, muddy waters, rotten stone, soot. And liquid spray dirt
<b>Sweat Kit</b>	Sweat gel, Spray water, glycerine, body oil
<b>Blood</b>	Dressing blood, mouth blood, blood paste, fresh scab (ex. Fleet Street, Mindwarp FX, Nick Dudman)
<b>Out of Kit FX (products)</b>	Scar making material, plastic sealer, sealer, collodion, wax, 2 part silicone (3rd Degree/Skin tite), Cabo-Bondo, KY/Ultra wet
<b>Palettes and Colours</b>	Alcohol activated palettes, Cream makeup wheels/palettes, Aqua palettes, Appliance foundation, Temporary dental paints, Glazing Gels
<b>Adhesives</b>	Matte adhesive, spirit gum, silicone adhesive and pros-aide. Plus removers for all adhesive types
<b>Airbrushing</b> (if required)	Make sure you have a variety of Alcohol based, Water based and Silicone colours. Compressor, Airbrush(s), Cleaning kit.

### Set Bag

Your Set Bag should contain all materials you could possibly need on set as well as to produce whatever might be asked of you. Products can be scaled down to 1oz or 2oz containers that are properly labeled and other items can be put in smaller or travel size containers.

Suggestions for your Set Bag: Small flashlight or head lamp, camera, pen, brushes, manicure kit, mirror, tissue, wet wipes, sponges, cotton swabs, individual floss sticks, hand sanitizer, hand cream, body lotion, spray water, 70% and 99% alcohol, small first aid kit, eye drops, blot papers, blue paper towel, flesh coloured ear plugs, mints/breath spray, battery operated fan, straws, makeup remover, products for sweat, blood and basic injury simulation, alcohol activated palettes, cream colour palette, glazing gels,

### Disinfecting with Alcohol - 70% VS 99% Alcohol

The Centre for Disease Control & Prevention (CDC) did research on disinfecting and sanitizing methods, which they published in 2008 as "Guideline for Disinfection and Sterilization in Healthcare Facilities".

*We know that alcohol will denature and coagulate or "fix" proteins. Therefore, alcohol's antimicrobial properties are best used when the alcohol can make contact with key physiological enzymes and protein structure inside a bacterial cell or fungal cell or virus. Use of the more concentrated solutions (95% or 99%) will result in almost immediate coagulation of surface or cell wall proteins and prevent passage of the alcohol into the cell. The benefits of using 70% alcohol are: 1) coagulation of surface proteins proceeds at a slower pace, thereby allowing the alcohol to enter into the cell; 2) 70% alcohol, being a dilution of absolute alcohol, contains water which is essential in the denaturing process of proteins; and 3) because of concentration difference of water and alcohol on either side of the cell wall, 70% alcohol enters the cell to denature both enzymatic and structural proteins. This increases the potency of its antimicrobial properties."*

*So what does this mean? It means that the CDC recommends 70% for disinfecting one's tools and products because 95% and 99% essentially "freezes" (coagulates) the cell, which makes using it for disinfecting purposes useless. So which % of Isopropyl Alcohol should a makeup artist be using to sanitize and disinfect their products or tools like brushes? 70% to 91% per the CDC. Save the 99% for alcohol activated cosmetic palettes because alcohol palettes such as PPI and other types use 99%. Can't find anything less than 99% or 95%? You can dilute it down using distilled water but you need to make sure your ratios are accurate or it may not be effective.*



# NABET 700-M UNIFOR MAKEUP DEPARTMENT

## WRITTEN TEST

You must score a minimum of 85% to pass the written test.

**BALD CAPS**

In point form describe the application and colouring process of a plastic bald cap.

MOCK TEST



**MAKEUP DEPARTMENT WRITTEN TEST (PAGE 2 of 6)**

**GENERAL QUESTIONS**

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- /4 1. Provide 4 examples of questions you would ask an actor/actress the first time they sit in your makeup chair.

- /4 2. Describe the products and techniques you would use to remove laid on facial hair.

- /4 3. Describe the difference in makeup application techniques when shooting with HD. (Give 4 examples)

- /4 4. List 8 items you would have in your set bag.

**MAKEUP DEPARTMENT WRITTEN TEST (PAGE 3 of 6)**

**OUT OF KIT EFFECTS**

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/2 1. What stage of a bruise would show a yellow tone?

/2 2. Describe two ways to create a simple scratch?

/2 3. How would you create a second degree burn? How would the colours of this burn show?

/2 4. How would you make a temporary tattoo look older after it has been applied? (Give 2 examples)

/4 5. Describe how you would age a woman 30 to look 45?

/2 6. What materials could you use to create an old scar? What colour would the scar be?

/2 7. How could you make a bruise waterproof? (Give 2 examples)

/2 8. Facial hair for stunt doubles and extras can be made with.....

/4 9. How would you do a breakdown makeup and what products would be involved? (Give an example and describe the process)

## MAKEUP DEPARTMENT WRITTEN TEST (PAGE 4 of 6)

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Match the number of each position title with the appropriate job description.  
(One answer per description)

- |                              |                            |                        |
|------------------------------|----------------------------|------------------------|
| 1. Producer                  | 5. 1st AD                  | 9. Gaffer              |
| 2. Head of Makeup Department | 6. Executive Producer      | 10. Production Manager |
| 3. DOP                       | 7. Director                | 11. Key Grip           |
| 4. Script Supervisor         | 8. Wardrobe Set Supervisor | 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.
- \_\_\_\_\_ Looks after the logistics of the project. He/She makes up the shooting schedule and is the designated safety officer.
- \_\_\_\_\_ 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 equipment, laying down dolly tracks, create scaffolding. Works closely with the camera department and the lighting department.
- \_\_\_\_\_ 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.
- \_\_\_\_\_ 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:

MAKEUP DEPARTMENT WRITTEN TEST (PAGE 6 of 6)

Close-up:

Medium Shot:

Shooting night for day:

\*Flashing\*:

10-1:

Back to ones:

Hot Set:

Turn Around:

TOTAL SCORE: \_\_\_\_\_/100