



Motion Picture Studio Production Technicians  
Local 849 of the I.A.T.S.E.

## Makeup Department Etiquette Guidelines

### Hygiene

- As a make-up artist, you want the actor's to have complete confidence in you and your abilities. Hygiene is of the utmost importance.
- Keep your kit and brushes clean using fresh sponges and puffs.
- Keep each actor's make-up and brushes in separate bags.
- Keep your station and palettes clean for each actor
- Wash your hands and use hand sanitizer regularly
- If you are a smoker, be sensitive to nonsmokers

### Trailer Etiquette

- Establish a good rapport with the Transport Department. The trailer is their responsibility to stabilize, maintain and keep clean. Any concerns can be taken directly to the Transportation Coordinator or Captain.
- Sometimes locations are remote. Be helpful and advise ahead of time on a day you may need extra hot water, etc.
- The trailer will undoubtedly be moving from location to location. Help the driver out and ensure things are stowed properly. You could lose a valuable part of your kit and/or damage someone else's.
- Be on time!
- Be prepared for the day. Dress appropriately, anticipating sudden weather or schedule changes
- Check your call sheet and sides or script, taking note of any changes. Go over any changes with the TAD.
- Know who the actors are and what role they are playing. Address them by their real names. Most actors do not take kindly to terms such as "Dear" or "Sweetie" and calling them by their character name is only acceptable if they have requested it. Collectively they should be referred to as 'the cast' or 'the actors', never 'the talent'.
- Know the actor's story line and how it pertains to the day's schedule. Discuss it with them, letting them take the lead and making your suggestions afterward. You and your work will be better appreciated if it is perceived as a collaborative effort. If a scene requires tears, sweat, dirt, etc. to be applied on set, discuss it so that there will be no surprises for either of you.
- Be sensitive to the actor's frame of mind. They may or may not want to hear about your personal life, wild weekends, etc.
- Avoid excessive chatter amongst yourselves.
- Be discreet and mindful of the damage caused by gossiping. 'What happens in the trailer should stay in the trailer'.
- If choosing background music, be aware of volume and musical styles. Try to have a varied selection.
- The Director, Producer, Costume Designer, etc. may come in to speak with the actors while they are in your chair. Stay out of the conversation unless your input is requested.
- Try to be accurate with your time estimates (ETAs), keeping in mind that your ETA means actual time in your chair. Other departments are depending on it. Setbacks do arise, however. Let the TAD know and give your new ETA. Any explanations should be made after the actor has left or, in an emergency, be discussed outside the trailer. In general you should not discuss inter-departmental business in front of the actors nor enter into conversations that do not involve your department.
- Have your time sheets and DTRs up to date each day.
- The TAD is your connection to set. Treat them with courtesy and respect.
- On most shoots you will most likely share the trailer with the Hair Department. It is important to gain a good rapport and be respectful of their work and space. Teamwork is essential.



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### Trailer Etiquette Continued

- Be respectful of other worker's kits and space.
- The trailer is on wheels. Keep this in mind when you are moving around while others are working. It is polite to say "stepping up" or "stepping down" before entering or exiting.
- The trailer is off limits to anyone not actually working in it. Do not invite guests in while the actors are inside. At other times, clear it first with your fellow workers. There are many things to be considered when sharing a small space.

### Set Etiquette

- Arrive with or before the actors so that you have time to assess the situation and find a suitable spot for your set bag.
- Keep in mind that equipment is moving constantly. Your gear should not be in the way.
- Know what the shot is. Don't be afraid to ask.
- Unless there is a continuity issue that you must keep track of for each take, do not stand in front of the monitor. Be aware that the people who need free access are the Director, DOP, 1st AD, Continuity and Producers. Never sit in their chairs.
- When the 1st AD calls for 'touches' or 'finals' be ready. Know the shot. Only go in if it is necessary. Do it quietly and use your time wisely. Be aware of Hair and Wardrobe. Share the space and time. If hair or wardrobe needs to be moved, ask them to do it. Be cautious of make-up around the wardrobe.
- When taking continuity photos, ask the actor first then proceed by saying 'flash' or 'flashing' before taking the shot. This will let the Lighting Department know that their equipment is not malfunctioning.
- Be aware of casting shadows or blocking the light.
- Keep chatting to a minimum. You should not have to be told.
- If you have to leave set tell an AD where you are going. If the actors are on set make sure someone is there to cover for you.
- If there is a problem take it discreetly to the Head of Department/Key before it escalates. If you have a problem with the Key, discuss it discreetly before it escalates.
- Keep personal cell phone usage to a minimum. Always pay attention to what is going on around you. Be alert and use your common sense.
- Schmoozing and gossiping are not professional. Good work and a good attitude is what will get you hired again and again.
- Show respect for all departments and the job they have to do.
- There are no stupid questions. Ask!