

Stewards Procedure

What you should have with you:

- Copy of contract
- Workers comp paperwork/injury report
- Write up/warnings
- Job sheet
- Payroll sheets
- List of names
- Computer
- Printer

Process

- Get list and labor call from BA
- Meet employer contact
- Introduce yourself talk about run down of the day, crew assignments
- Check people in, assign crew to jobs
- Be a lead person
- Check with crew throughout the day, let them know what's going on with breaks and dinner breaks general info as You learn it.
- Keep in touch with the show/employer contact. Organize breaks and crew assignments. Don't wait till 5 minutes before break or lunch to tell the contact.
- Be fair. If someone drives a lift for 5 minute they don't get the extra pay. If it becomes their primary job, then they should. Don't nickel and dime employers.
- When filling out a job sheet make sure to double check the sheet. It is very hard to go back after the sheet has been turned in to change it.
- Send a copy of the job sheet to the employer/site contact the Business agent and the Payroll company if one is being used. Keep a copy for yourself.