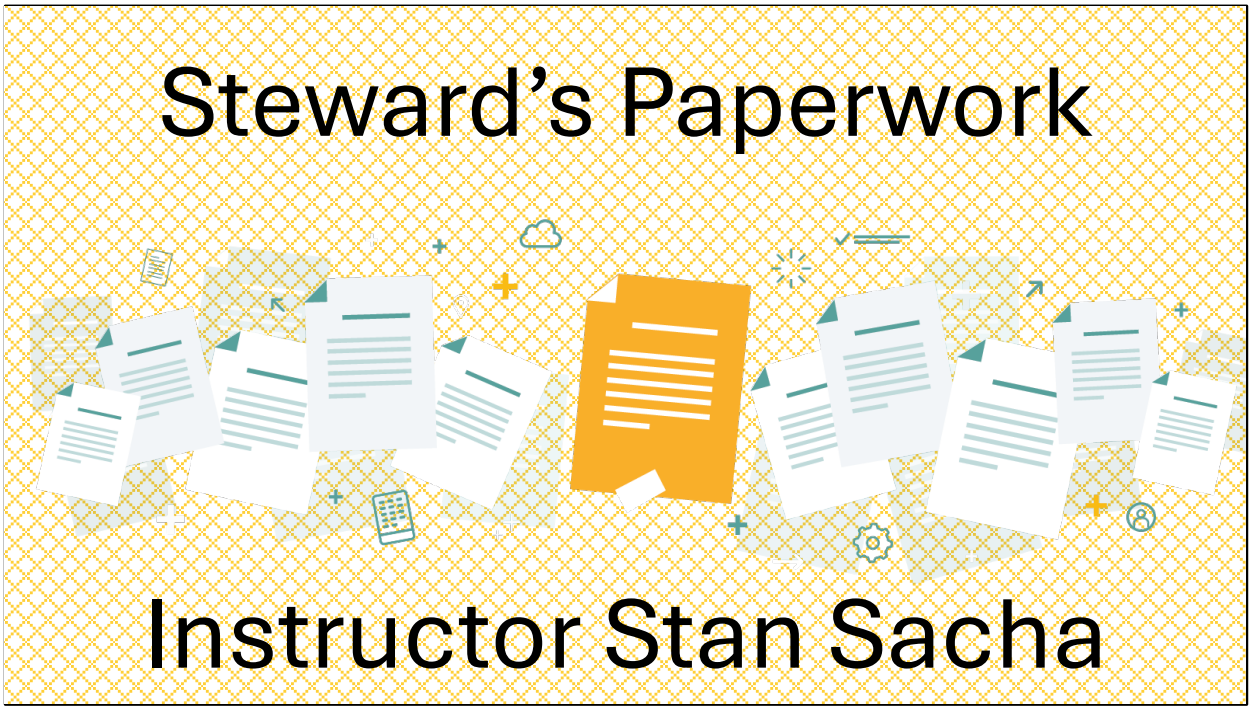
IA Guest WIFI

Password
Welcome!



Stan Sacha is....

Please silence cell phones

Will include:
Paperwork that as Head Carp at the Convention Center you will be expected to complete in a timely manner

People will depend on you to get them paid. Take it seriously and don't hesitate to ask for help.

Emergency Plan



Doors are at the front and back

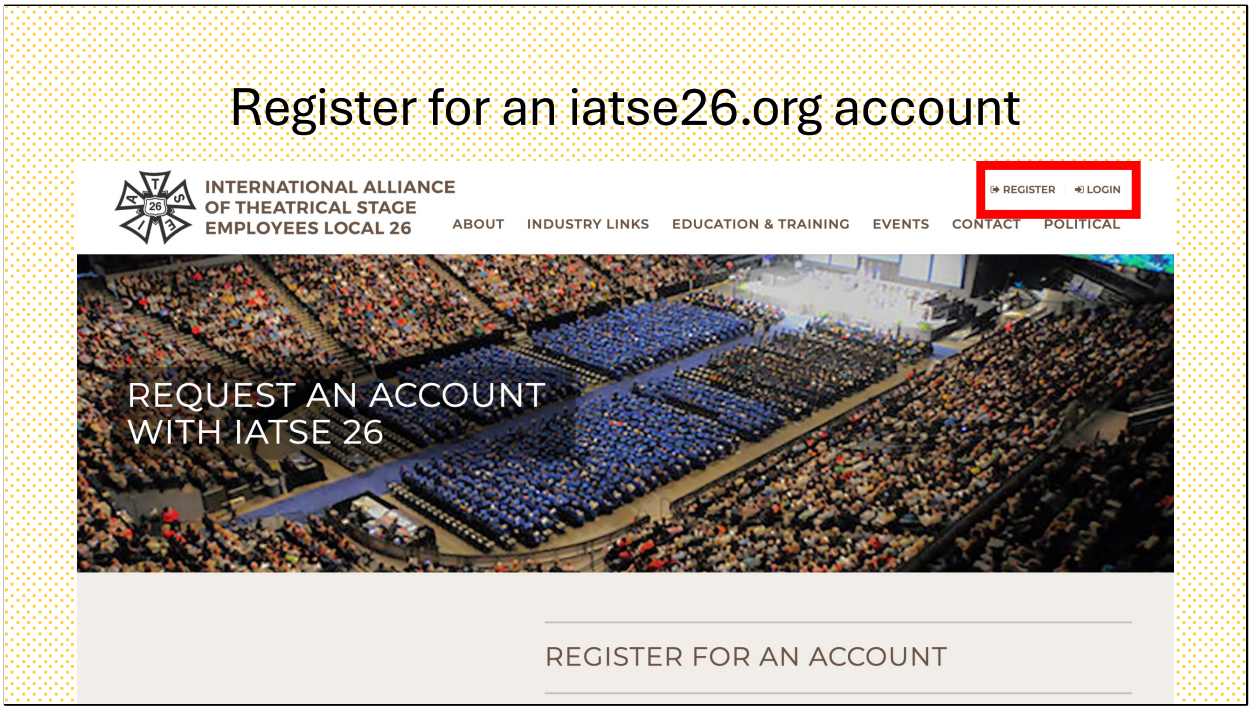
Bathroom location



Fire extinguisher next to the printer

If we evacuate meet at across the street to let us know you got out of the building

Register for an iatse26.org account



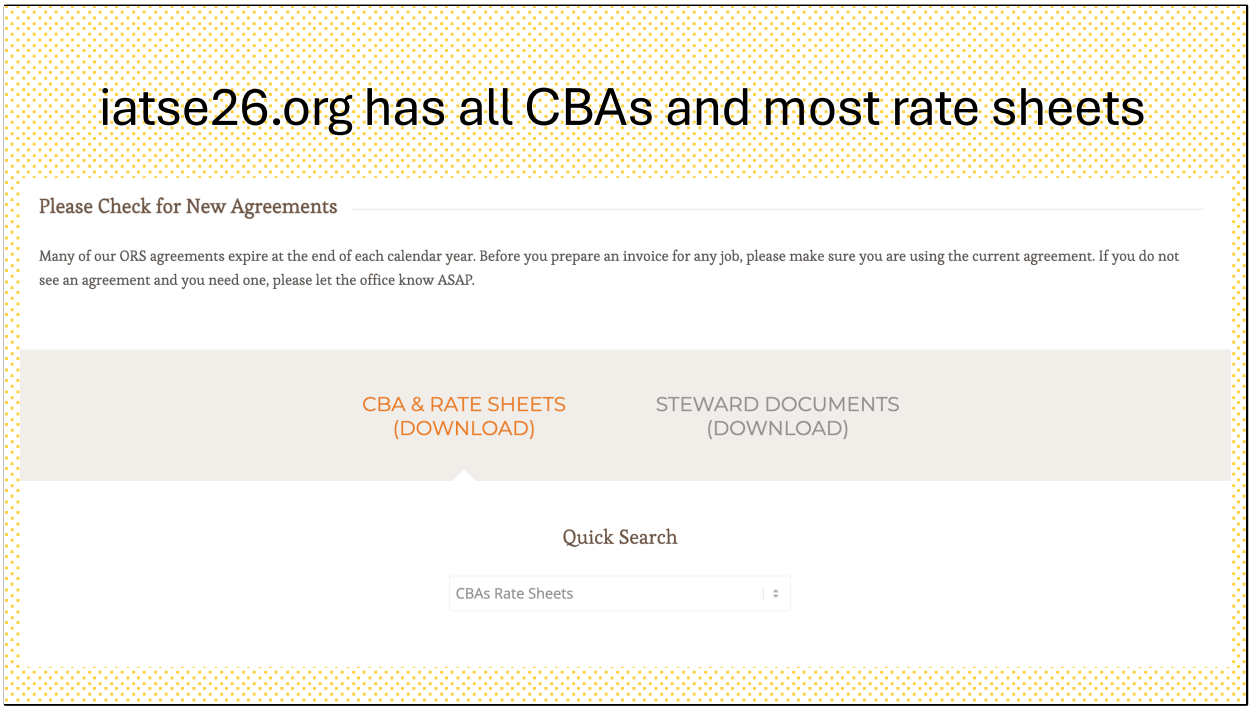
In the upper left-hand corner of iatse26.org, click on REGISTER to create an account or to login to your account

You will get access to contracts, templates, accident reports

Tutorial:

https://www.iatse26.org/local-26-website-access/

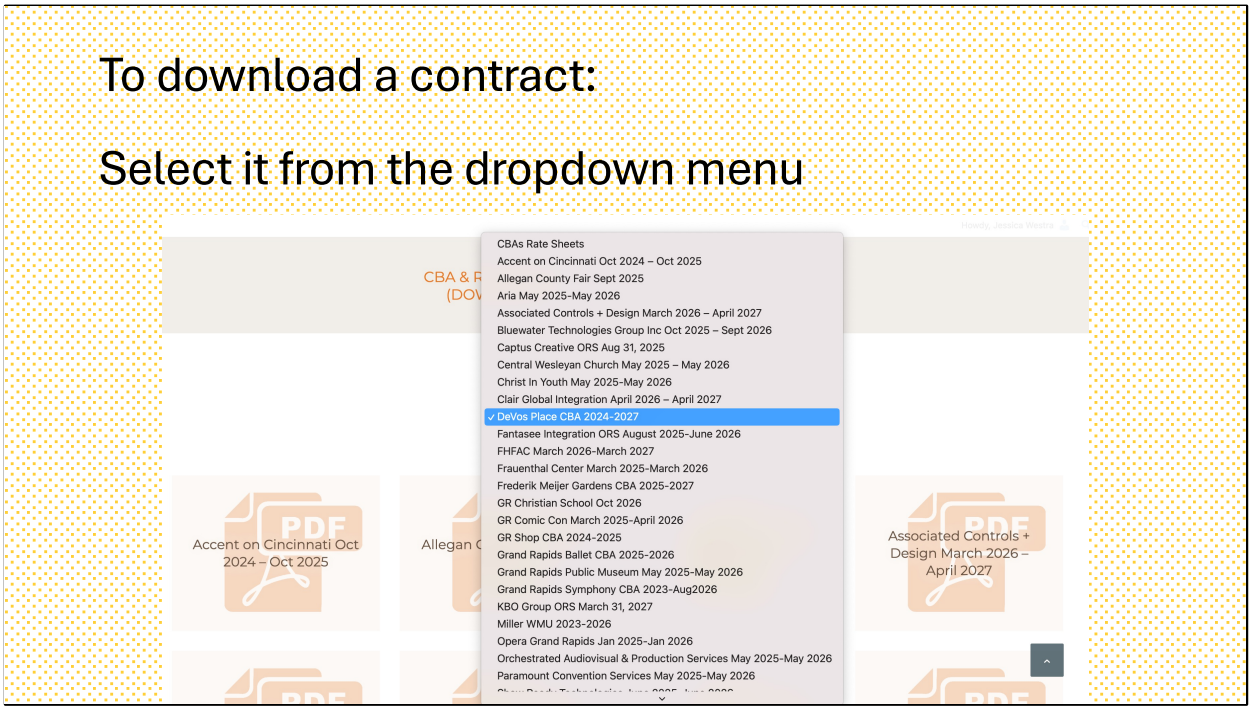
iatse26.org has all CBAs and most rate sheets



Rate sheets can be worked out quickly. Contact the office if you don't see what you need. mail@iatse26.org

To download a contract:

Select it from the dropdown menu



It will automatically go to your downloads folder

To download a contract:

Select the icon of the contract



It will automatically go to your downloads folder

Templates for

DeVos Place

DeVos Hall

Van Andel

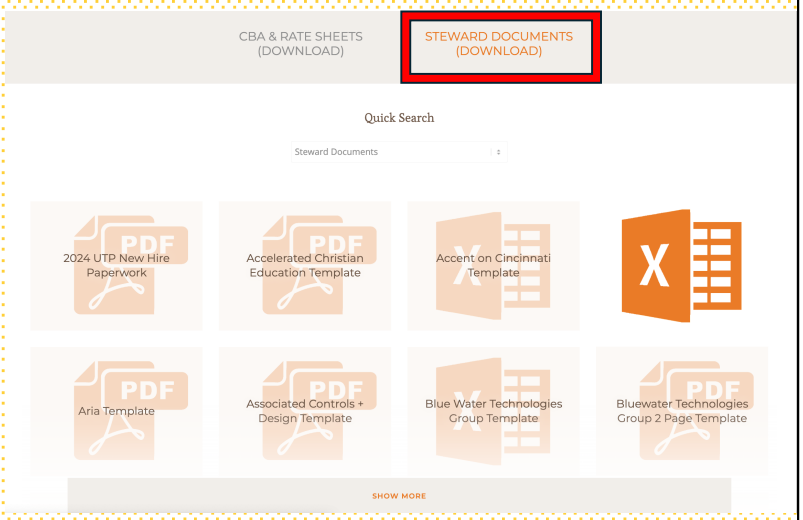
SMG Direct Deposit

UTP New Hire Paperwork

UTP Templates

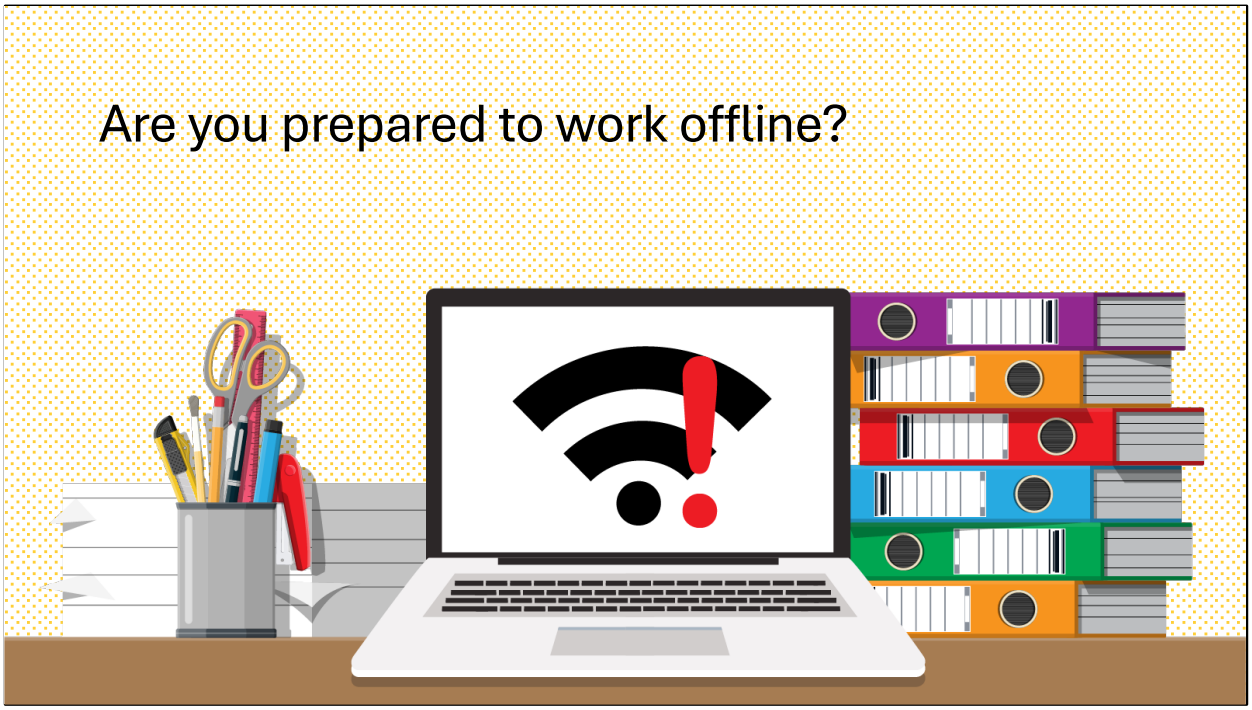
UTP Accident Reports

IATSE 26 Referral Procedure



It will automatically go to your downloads folder

Many of the templates come in multiple pages



Whenever possible

Have a printed copy of the contract

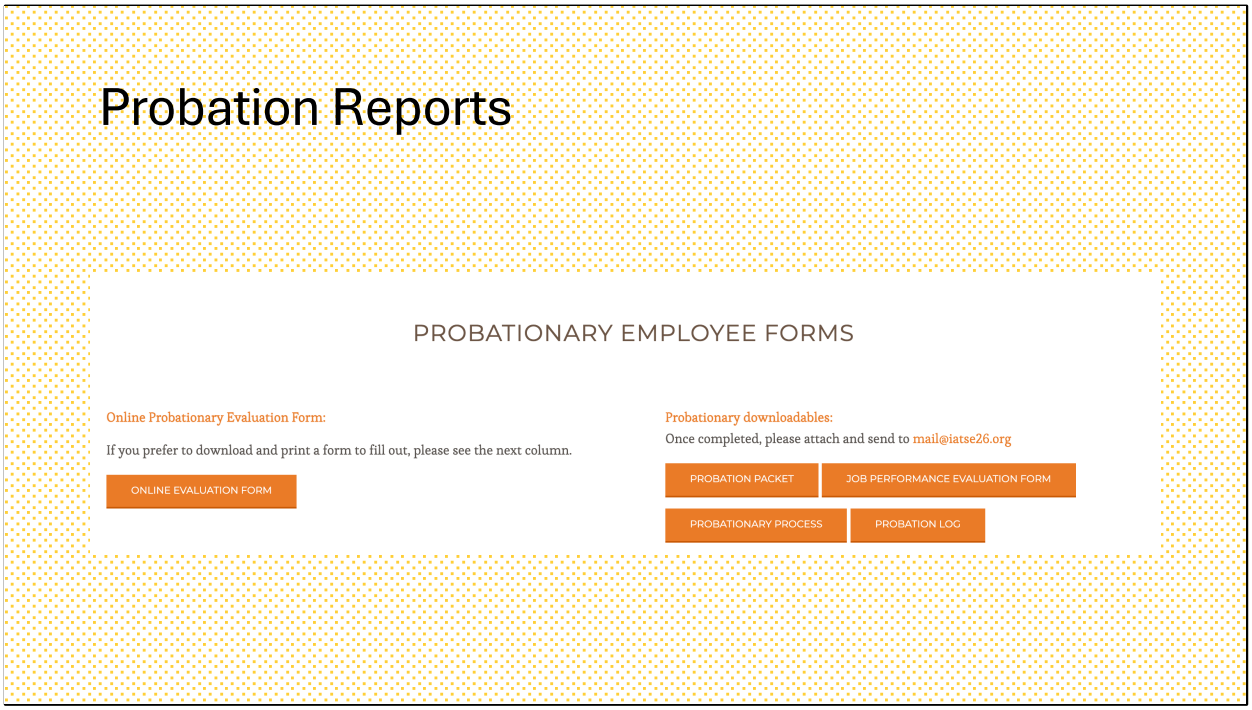
You might need to hand it to an Employer, Vendor, Worker

Very least, have it on your computer/phone

You can print contracts at the office and keep them in the trunk of your car

There is also a printer in the Scene shop office available to you

Probation Reports



You do not need to wait from someone to ask for an eval.

They can be completed by anyone D list and above.

You can delegate to someone on the crew

If they are not a good fit, let us know.

Red flags can include intoxication, poor hygiene, bad attitude, etc.

https://www.iatse26.org/evaluation-form/



No matter how good you are or how many steward's reports you have done,

it is always a good idea to have someone else look over your steward reports.

Do this BEFORE you submit to the venue or office

SMG Accident Reports

- ✓ **Should be filled out BEFORE the person leaves the jobsite**
- ✓ Security will give a treatment authorization form and directions to Med One
- ✓ Security will come to the person if moving them is an issue
- ✓ If 911 is called, let the employer know immediately
- ✓ The call steward can check their profile for emergency contact

Always encourage any injury to have a report done.

It may feel fine now, but later…you never know

Remember if the injured person cannot transport themselves, it is up to the employer to provide transportation to medical care. They can opt to call a Cab/Rideshare, allow a willing crew member to transport, or call an ambulance.

If you are sending a person offsite for medical care, exchange phone numbers in case either side needs assistance or to check progress. If there is not time, ask the call steward to forward your number to the person going offsite for medical care

SMG Contracts

Use the correct contract for the correct building











The DeVos Place contract covers both the convention side and the performance hall.

There are some conditions that are different depending on which part of the building you are working in.

Event Coordinators will take shifts monitoring shows

Contact numbers are at the top

DeVos Place

August EC Show Coverage

Matt: (616) 889-9452 | Charlie: (847) 224-7163 | Morgan: (616) 240-5466 | Adam: (419) 708-4206
Bayli (616) 292-1548 | Grace: (616) 690-6657 | Caleb: (616) 337-0460

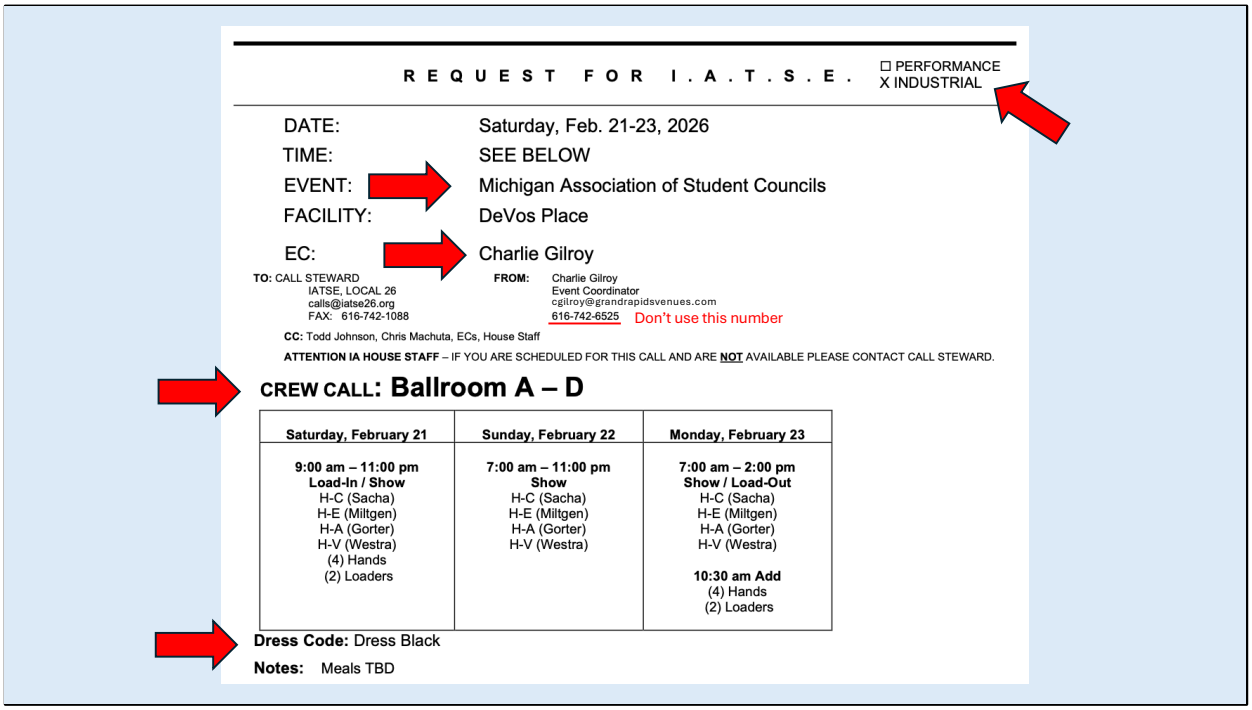
24/7 DeVos Place Security Office: (616) 742-6640

Date	Event(s)	AM	Times	PM	Times
Saturday, August 1, 2026	Chess Open	Adam	8:00am - 5:00pm		
Sunday, August 2nd	Chess Open	Adam	7:00am - 2:00pm	Bayli	2:00pm - 8:00pm
Monday, August 3rd	Chess Open	Adam	7:00am - 4:00pm	Bayli	4:00pm - 1:00am
Tuesday, August 4th	Chess Open/King of the Jungle	Adam	7:00am - 4:00pm	Matt	4:00pm - 1:00am
Wednesday, August 5th	Chess Open/King of the Jungle	Adam	6:00am - 3:30pm	Matt	3:30pm - 1:00am
Thursday, August 6th	Chess Open/King of the Jungle	Adam	6:00am - 3:30pm	Matt	3:30pm - 1:00am
Friday, August 7th	Chess Open/King of the Jungle	Adam	6:00am - 3:30pm	Matt	3:30pm - 1:00am
Saturday, August 8th	Chess Open/King of the Jungle	Adam	6:00am - 3:30pm	Matt	3:30pm - 1:00am
Sunday, August 9th	Chess Open/Tree Solution PLC	Charlie	6:00am-4:00pm	Adam	4:00pm - 1:00am
Monday, August 10th	Tree Solution PLC/ Backpack	Charlie	5:45am -1:00pm	Bayli	1:00pm - 7:00pm
	Shoes	Grace	8:00am - 4:00pm		
Tuesday, August 11th	Tree Solution PLC/ backpack	Charlie	5:45am -1:00pm	Bayli	1:00pm - 7:00pm
	Shoes	Grace	8:00am - 4:00pm		
Wednesday, August 12th	Tree Solution PLC/Shoes	Charlie	6:00am-1:00pm	Grace	1:00pm- 8:00pm
Thursday, August 13th	Shoes/ Uplift	Bayli/Caleb	6:30am-1:00pm	Grace	1:00pm -8:00pm
Friday, August 14th	Shoes	Charlie/Caleb	8:00am-1:00pm	Grace	1:00pm-7:00pm
Saturday, August 15th	**DARK DAY**				
Sunday, August 16th	MMTA/Quilt Week	Morgan	11:00am - 8:00pm	Caleb	11:00am - 8:00pm
Monday, August 17th	MMTA/Quilt Week	Morgan	7:30am - 12:45pm	Caleb/Bayli	12:45pm - 6:00pm
Tuesday, August 18th	MMTA/Quilt Week	Morgan	7:30am - 12:45pm	Caleb/Adam	12:45pm - 6:00pm
Wednesday, August 19th	MMTA/Quilt Week	Morgan	7:00am - 1:15pm	Caleb/Charlie	1:15pm - 7:30pm
Thursday, August 20th	Quilt Week	Morgan	7:00am - 1:00pm	Charlie	1:00pm - 7:00pm
Friday, August 21st	Quilt Week	Morgan	7:00am - 1:00pm	Charlie	1:00pm - 7:00pm
Saturday, August 22nd	Quilt Week	Bayli	7:00am - 2:00pm	Charlie	2:00pm - 9:00pm
Sunday, August 23rd	NCCW/MI Assessors	Grace	6:00am-3:00pm	Bayli	3:00pm-8:00pm
Monday, August 24th	NCCW	Grace	6:00am-3:00pm	Morgan	3:00pm-8:00pm
Tuesday, August 25th	NCCW	Grace	6:00am-3:00pm	Morgan	3:00pm-8:00pm
Wednesday, August 26th	NCCW	Grace	6:00am-3:00pm	Matt	3:00pm-8:00pm
Thursday, August 27th	NCCW	Grace	6:00am-3:00pm	Matt	3:00pm-8:00pm
Friday, August 28th	NCCW	Grace	6:00am-3:00pm	Matt	3:00pm-10:00pm
Saturday, August 29th	NCCW	Grace	6:00am-3:00pm	Matt	3:00pm-9:00pm
Sunday, August 30th	**DARK DAY**				
Monday, August 31st	**DARK DAY**				

Note the EC doing coverage is not always the person you send the steward's report to

The EC's cell phone numbers are at the top of this page. The number on the Labor Request is usually the office number DO NOT use it

Save the DeVos Place security number in your phone in case of accidents or incidents



REQUEST FOR I.A.T.S.E. ☐ PERFORMANCE X INDUSTRIAL

DATE: Saturday, Feb. 21-23, 2026
TIME: SEE BELOW
EVENT: Michigan Association of Student Councils
FACILITY: DeVos Place
EC: Charlie Gilroy

TO: CALL STEWARD
IATSE, LOCAL 26
calls@iatse26.org
FAX: 616-742-1088

FROM: Charlie Gilroy
Event Coordinator
cgilroy@grandrapidsvenues.com
616-742-6525 Don't use this number

CC: Todd Johnson, Chris Machuta, ECs, House Staff

ATTENTION IA HOUSE STAFF – IF YOU ARE SCHEDULED FOR THIS CALL AND ARE **NOT** AVAILABLE PLEASE CONTACT CALL STEWARD.

CREW CALL: Ballroom A – D

Saturday, February 21	Sunday, February 22	Monday, February 23
9:00 am – 11:00 pm **Load-In / Show** H-C (Sacha) H-E (Miltgen) H-A (Gorter) H-V (Westra) (4) Hands (2) Loaders	**7:00 am – 11:00 pm** **Show** H-C (Sacha) H-E (Miltgen) H-A (Gorter) H-V (Westra)	**7:00 am – 2:00 pm** **Show / Load-Out** H-C (Sacha) H-E (Miltgen) H-A (Gorter) H-V (Westra) **10:30 am Add** (4) Hands (2) Loaders

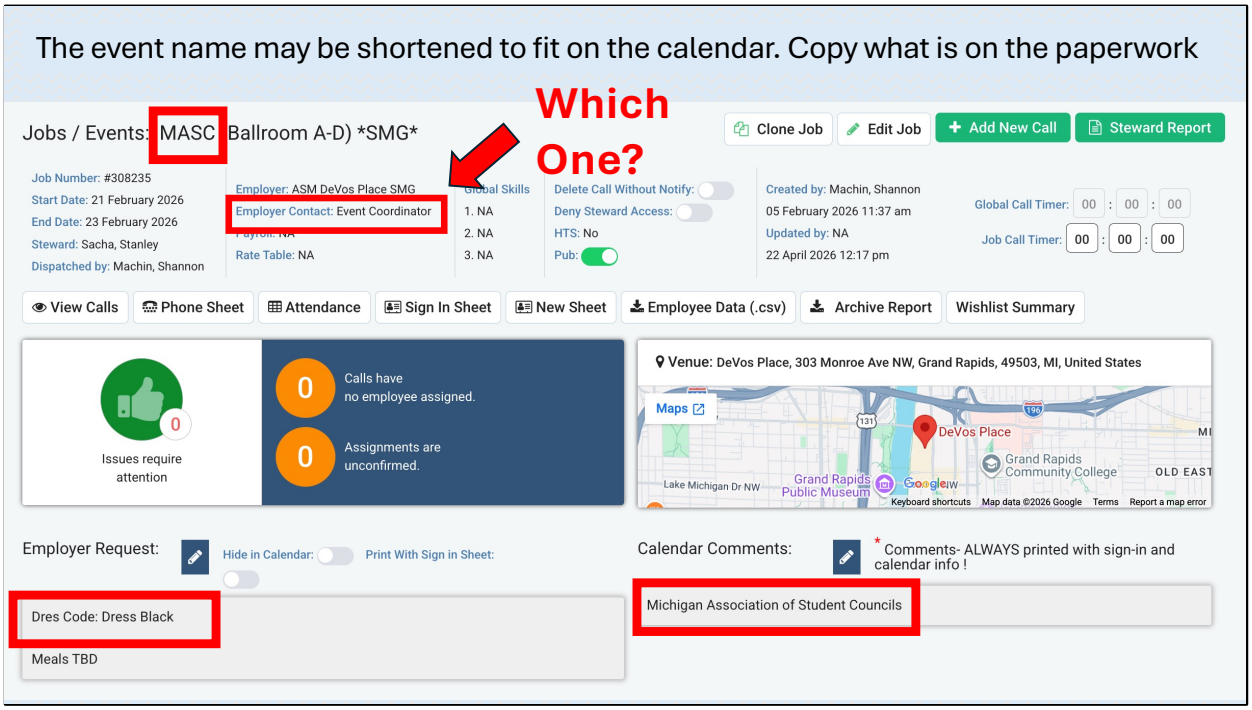
Dress Code: Dress Black

Notes: Meals TBD

This should be given to you at the start of every event.

Contact the EC on Show Coverage if you don't receive it.

DO NOT use the office number. It is a landline they are rarely near. Use the Cell Phone from the show coverage sheet.



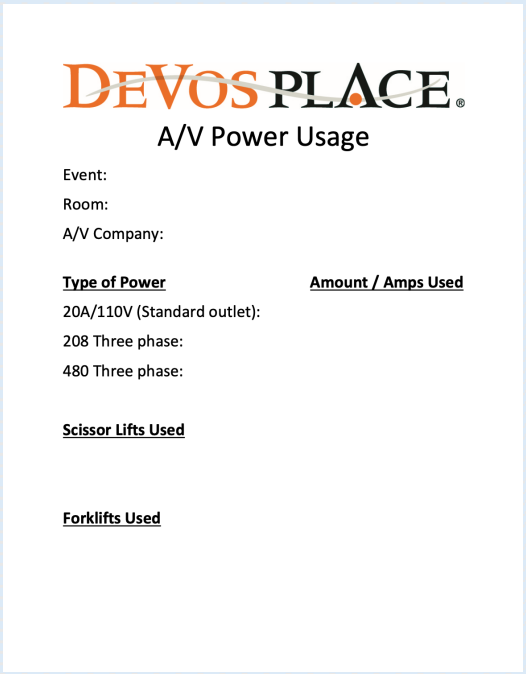
When possible, the call steward will put the full name of the event in the comments.

There are times we only receive the initials or shortened name.

On steward reports and invoices there cannot be a doubt of the event.

Note: UTP will sometimes have one-time events. We will not create a venue for every location

Event Coordinators will ask for this form to be completed.



DEVOS PLACE

A/V Power Usage

Event:

Room:

A/V Company:

Type of Power	Amount / Amps Used
20A/110V (Standard outlet):	
208 Three phase:	
480 Three phase:	

Scissor Lifts Used

Forklifts Used

Usually completed by the HE

Sometimes in the information brought in the beginning by EC.

If not, there is a file in the amp room behind Ballroom B

There are cheat sheets behind Ballroom B and in the Scene Shop Office

DVP 2026/2027 Rate sheet and email list for billing :

Effective: 7/1/26-6/30/27

		(X 1.5)	(X 2)
Dept. Head	$29.39	$44.09	$58.78
Hands	$24.50	$36.75	$49.00
Riggers Up	$36.52	$54.78	$73.04
Riggers Down	$28.66	$42.99	$57.32
Camera Rate	$56.93	$85.40	$113.86
AV Tech Rate	$29.39	$44.09	$58.78

Emails:

Invoices@iatse26.org

Katie Oquist (payroll) Koquist@grandrapidsvenues.com

Chris Machuta (Assistant General Manager) Cmachuta@grandrapidsvenues.com

Adam Sturt asturt@grandrapidsvenues.com

Matt Mvanessendelft@grandrapidsvenues.com

Charlie Gilroy Cgilroy@grandrapidsvenues.com

Morgan Carr Mcarr@grandrapidsvenues.com

Grace Tarala gtarala@grandrapidsvenues.com

Bayli Sackreiter bsackreiter@grandrapidsvenues.com

esassitant@grandrapidsvenues.com

These are the 7/1/26-6/30/27 rates, always pay attention to the dates

Save the file using the format:

Year-Month-Day-Event Name –Location-Day 1

2018-04-07 Amway Gala Ballrooms

Each day is a separate report



If the same group has multiple events going on in the same building include the location

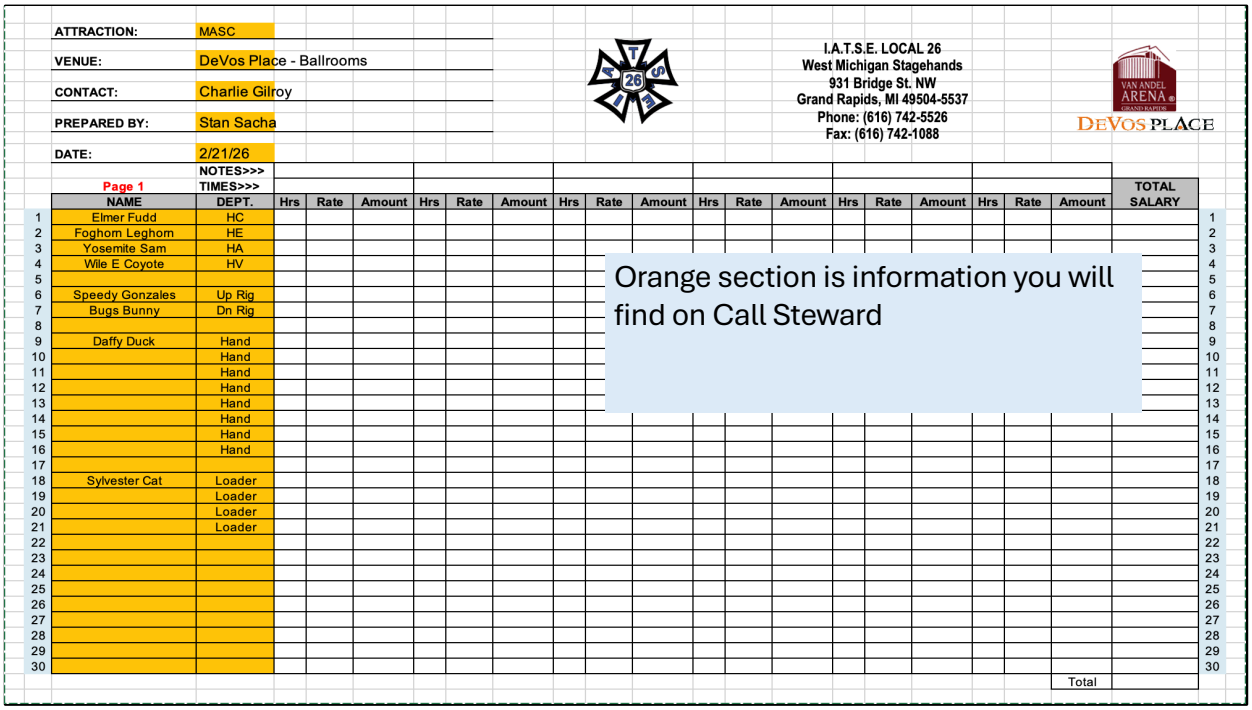
For multiple day events, a steward report and sign in sheet must be completed for each day.

Use a zero before a single digit so that the files will stay in sequential order

If you think you have forgotten something…

Check the instructions on the first tab of your report.

	Instructions for using this Labor Bill and Invoice
1)	Please enter all information in the top section of the Billing Page 1 sheet.
	This information will be transferred to all other pages accordingly.
	The information needs to be entered in the column after the title.
	Especially important is the date, this date is what the invoice keys off of.
	The date needs to be the date that you are sending out the invoice to the client.
2)	Enter names, hours and rates as needed. This information will also be sent to all other sheets.
3)	**When saving the file please save it in this manner: Date, Show Name, any other information, i.e. 2018-09-24 Gordon Foods Day 1**
4)	Check over everything, make sure there are no mistakes.
	Also remember to send a copy to the Local 26 office as soon as possible.
	You can do this by fax, in person, or you can email this to: **INVOICES@iatse26.org**
5)	**ALL Invoices submited to the office must have a sign in sheet.**
	Send final copies to: The Event Coordinator, SMG Payroll, and the IA office.



ATTRACTION: MASC
VENUE: DeVos Place - Ballrooms
CONTACT: Charlie Gilroy
PREPARED BY: Stan Sacha
DATE: 2/21/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

NOTES>>>
TIMES>>>
Page 1

	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	TOTAL SALARY
1	Elmer Fudd	HC																			
2	Foghorn Leghorn	HE																			
3	Yosemite Sam	HA																			
4	Wile E Coyote	HV																			
5																					
6	Speedy Gonzales	Up Rig																			
7	Bugs Bunny	Dn Rig																			
8																					
9	Daffy Duck	Hand																			
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12		Hand																			
13		Hand																			
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15		Hand																			
16		Hand																			
17																					
18	Sylvester Cat	Loader																			
19		Loader																			
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30																					
																				Total	

Orange section is information you will find on Call Steward

Orange is information YOU MUST enter that can be found on callsteward.com

The Date should always be the day of the event you are currently working

You must enter the name as it would appear on a paycheck. First and Last name always

We call people in order of Seniority

A List -1000s

B List - 2000s

C List - 3000s

D List - 4000s

Probation -7000s and 8000s

Phone - 9999 (not accruing seniority)

Separate Seniority Wardrobe List 5000s

Rigger List

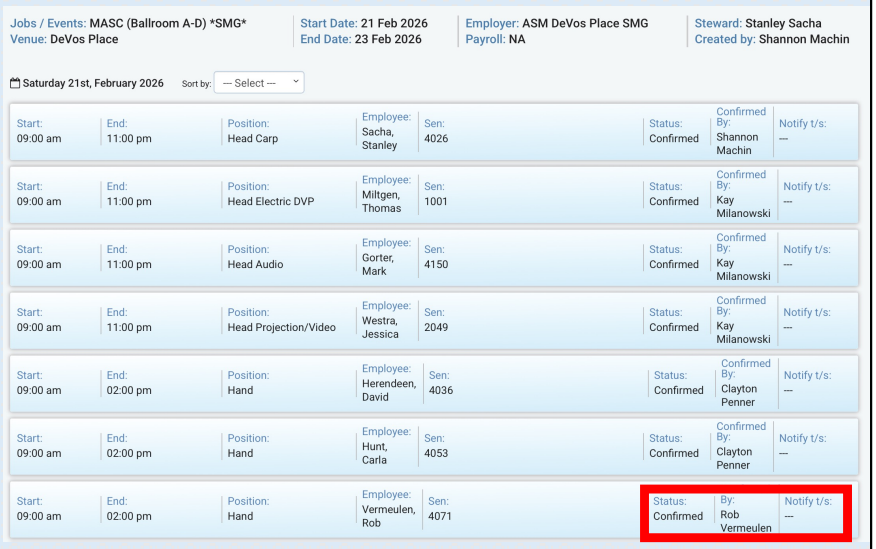
We talk about bringing people back after lunch.

Typically, we go by seniority, but they must have necessary skills.

Scissor, fork, ability to address lights, etc.

Or, need to complete a particular task

Note the times, names, positions, and seniority numbers are all visible



Usually, we go by seniority.

If you need specific skills keep the people with those skills

Fork, Scissor, ability to address a light or tie a knot

Status:
Unconfirmed – they haven't accepted it
Notified – they were sent the offer through callsteward
Marked – they were sent a text message
Confirmed – they accepted the call

	ATTRACTION:	MASC																					
	VENUE:	DeVos Place - Ballrooms																					
	CONTACT:	Charlie Gilroy																					
	PREPARED BY:	Stan Sacha																					
	DATE:	2/21/26																					
		NOTES>>>																					
	Page 1	TIMES>>>																					
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	TOTAL SALARY		
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2	Foghorn Leghorn	HE																					2
3	Yosemite Sam	HA																					3
4	Wile E Coyote	HV																					4
5																							5
6	Speedy Gonzales	Up Rig																					6
7	Bugs Bunny	Dn Rig																					7
8																							8
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																				Total			

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VAN ANDEL ARENA
DEVOS PLACE

Green section describes what you did:

Load In, Session, Load Out

Use the green area to specify Load In or Sessions, Meal Penalty, Rate (X 1.5) (X 2)

	ATTRACTION:	MASC																						
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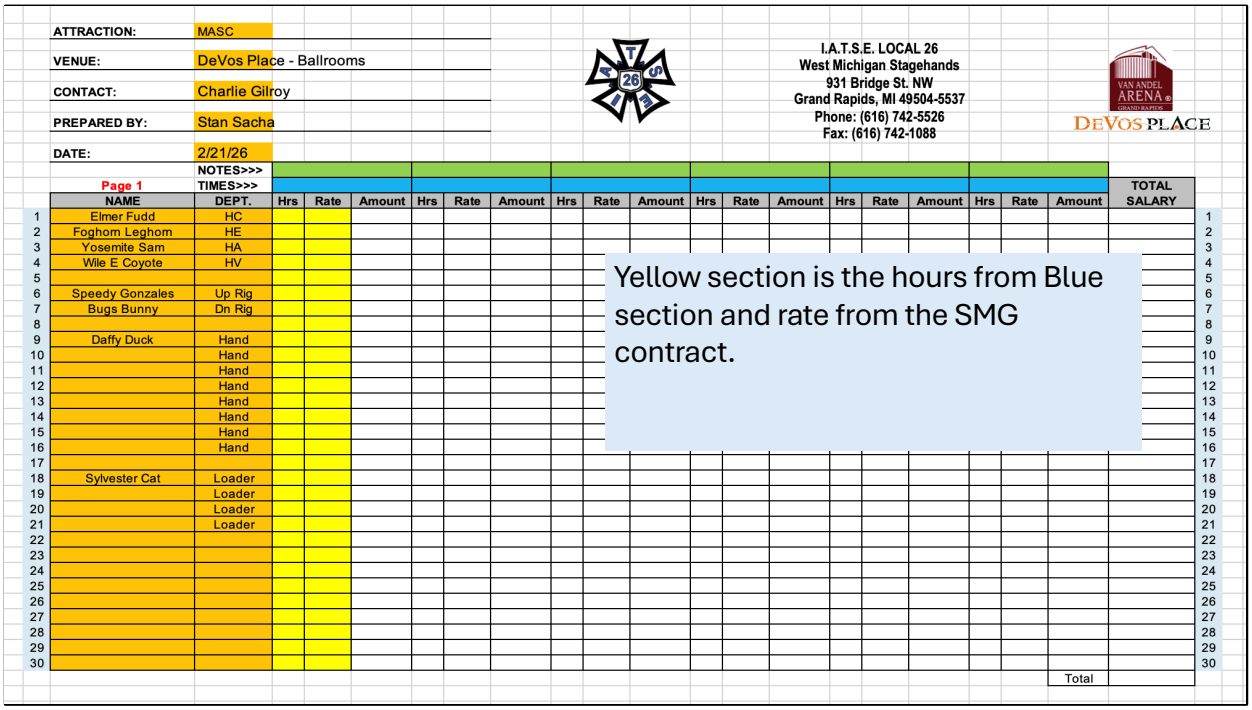
VAN ANDEL ARENA
DEVOS PLACE

Blue section is specific timing

Are you on straight time? Double time?

Hour clock or half hour clock?

Blue is clarification of time segments



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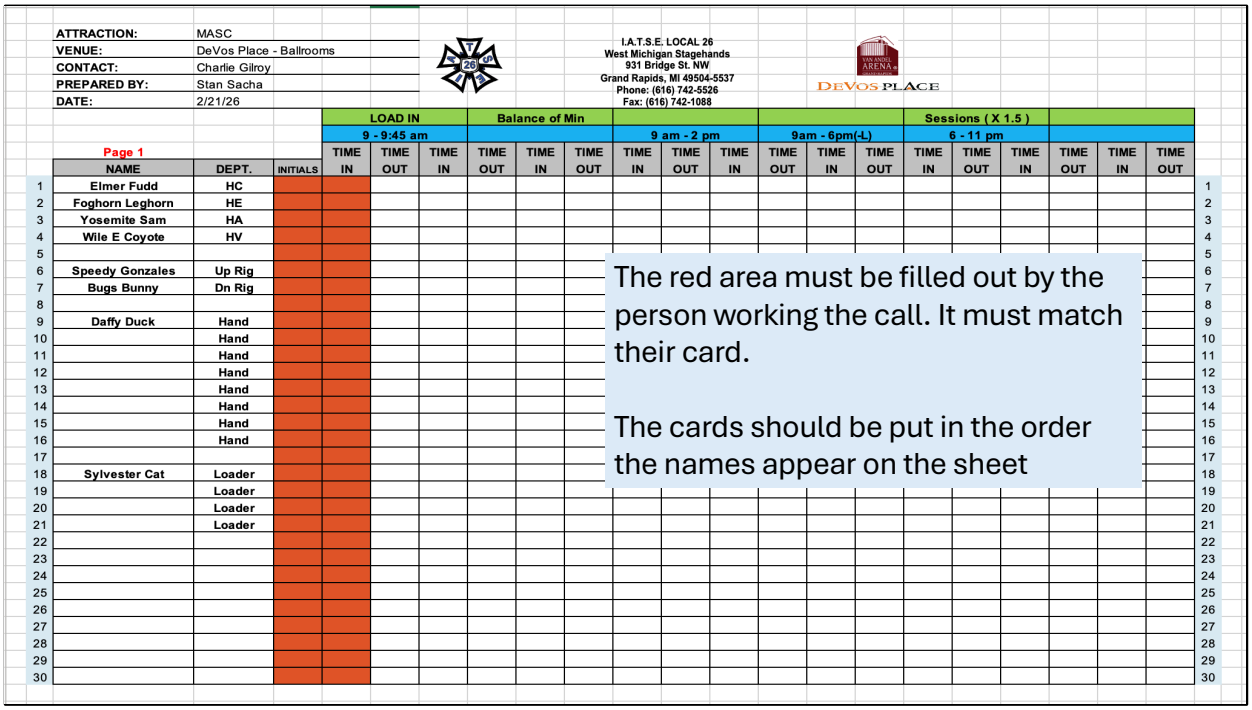
VAN ANDEL ARENA
DEVOS PLACE

Page 1

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22																					
23																					
24																					
25																					
26																					
27																					
28																					
29																					
30																					
																				Total	

Yellow section is the hours from Blue section and rate from the SMG contract.

Yellow is determined by the hours worked at the rate the contract states



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VENUE:	DeVos Place - Ballrooms	
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Grand Rapids, MI 49504-5537
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Fax: (616) 742-1088

DEVOS PLACE

Page 1

	NAME	DEPT.	INITIALS	LOAD IN 9 - 9:45 am			Balance of Min			9 am - 2 pm			9am - 6pm(-L)			Sessions (X 1.5) 6 - 11 pm					
				TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	
1	Elmer Fudd	HC																				1
2	Foghorn Leghorn	HE																				2
3	Yosemite Sam	HA																				3
4	Wile E Coyote	HV																				4
5																						5
6	Speedy Gonzales	Up Rig																				6
7	Bugs Bunny	Dn Rig																				7
8																						8
9	Daffy Duck	Hand																				9
10		Hand																				10
11		Hand																				11
12		Hand																				12
13		Hand																				13
14		Hand																				14
15		Hand																				15
16		Hand																				16
17																						17
18	Sylvester Cat	Loader																				18
19		Loader																				19
20		Loader																				20
21		Loader																				21
22																						22
23																						23
24																						24
25																						25
26																						26
27																						27
28																						28
29																						29
30																						30

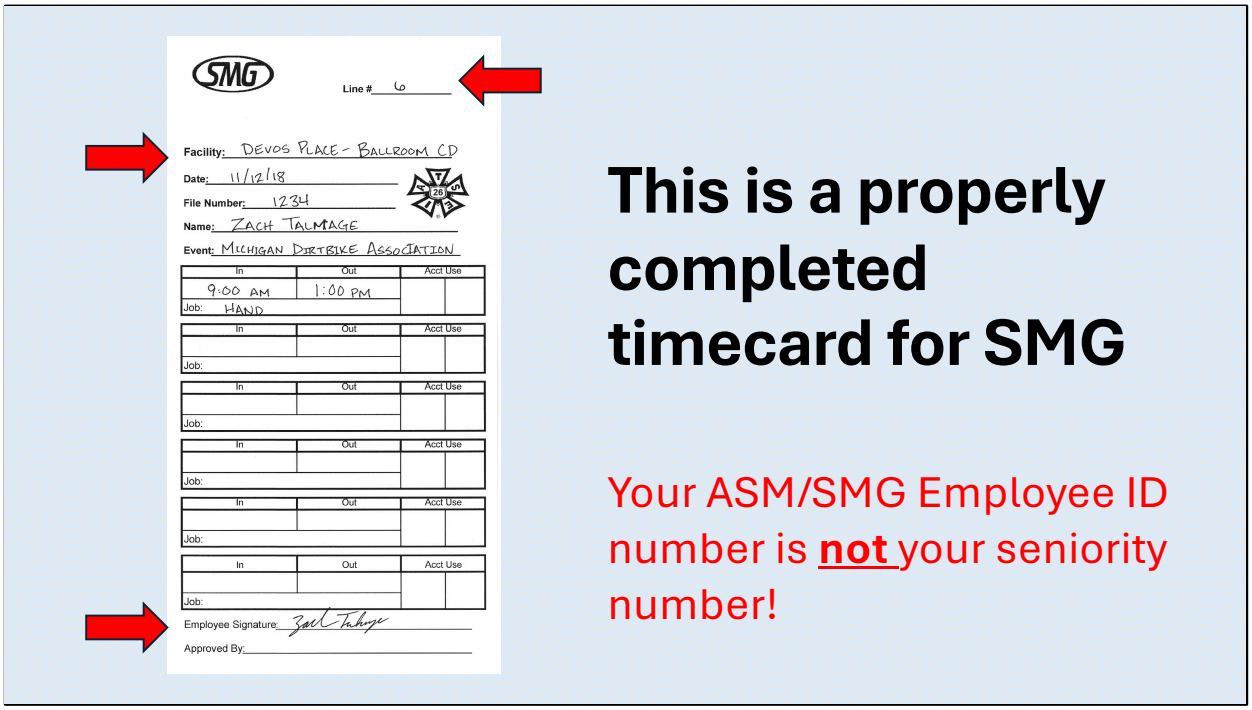
The red area must be filled out by the person working the call. It must match their card.

The cards should be put in the order the names appear on the sheet

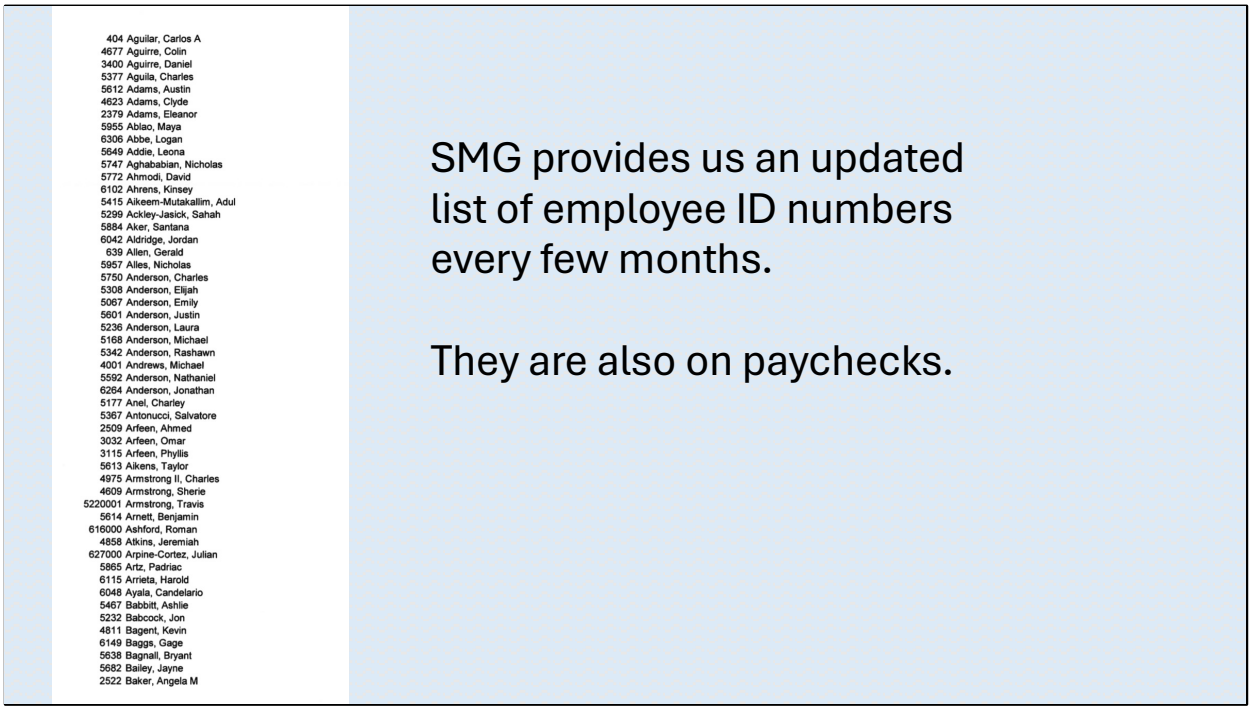
There is a reason for the number in the upper right-hand corner of your timecard.

Once the cards are in order it is much easier to make sure you have a card for each person.

Payroll, or EC/Stan will contact you for inconsistencies.

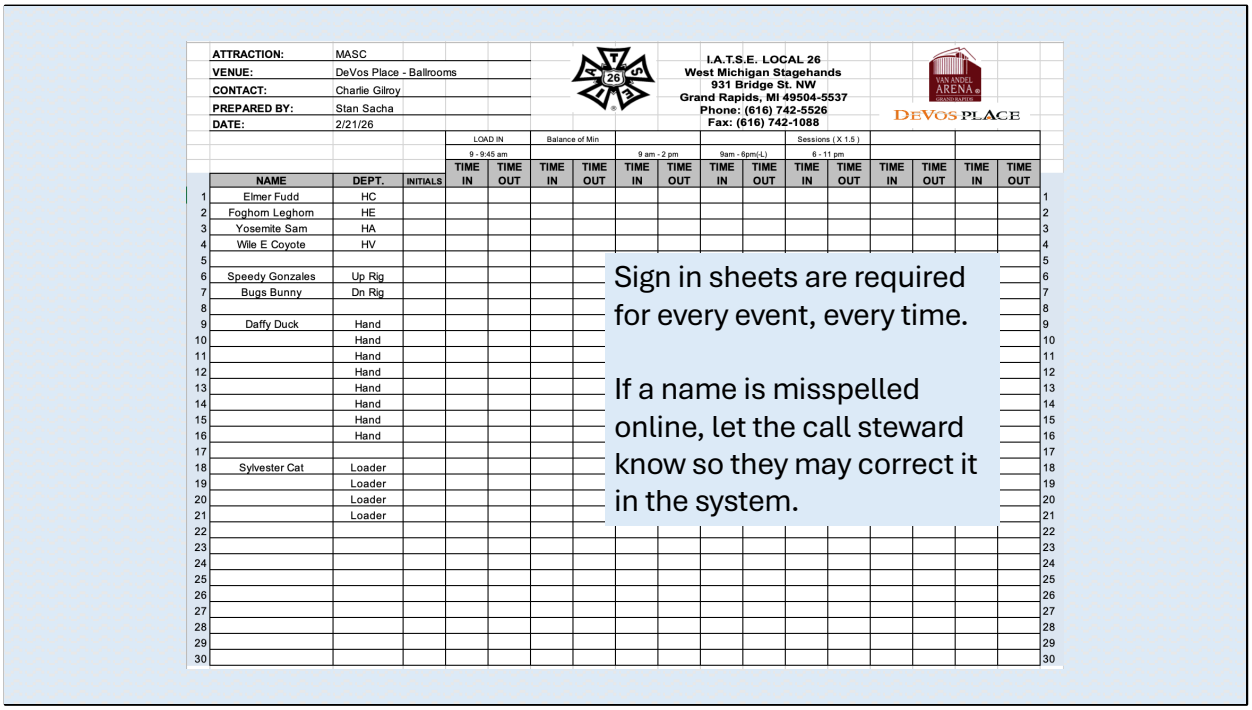


Block printing is fine. If no one can read the name, that is a problem.



Encourage people to memorize this number or take a picture of it.

They will write it A LOT.



ATTRACTION:	MASC	
VENUE:	DeVos Place - Ballrooms	
CONTACT:	Charlie Gilroy	
PREPARED BY:	Stan Sacha	
DATE:	2/21/26	

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

VAN ANDEL ARENA
DEVOS PLACE

				LOAD IN 9 - 9:45 am		Balance of Min		9 am - 2 pm		9am - 6pm(-L)		Sessions (X 1.5) 6 - 11 pm					
	NAME	DEPT.	INITIALS	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT
1	Elmer Fudd	HC															
2	Foghorn Leghorn	HE															
3	Yosemite Sam	HA															
4	Wile E Coyote	HV															
5																	
6	Speedy Gonzales	Up Rig															
7	Bugs Bunny	Dn Rig															
8																	
9	Daffy Duck	Hand															
10		Hand															
11		Hand															
12		Hand															
13		Hand															
14		Hand															
15		Hand															
16		Hand															
17																	
18	Sylvester Cat	Loader															
19		Loader															
20		Loader															
21		Loader															
22																	
23																	
24																	
25																	
26																	
27																	
28																	
29																	
30																	

Sign in sheets are required for every event, every time.

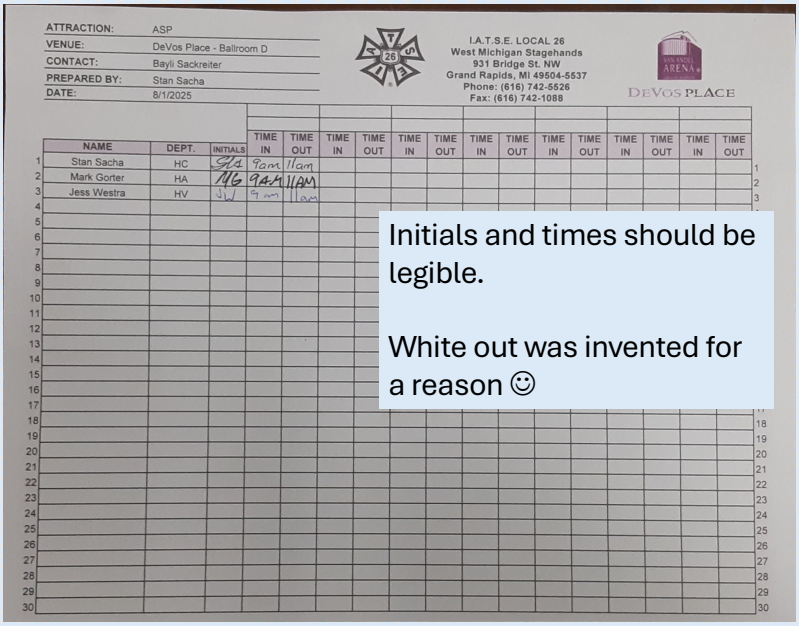
If a name is misspelled online, let the call steward know so they may correct it in the system.

The Union office must have a copy of your sign in sheet and steward report to settle disputes

Scan and save your sign in sheets with the same file format as the steward's report adding Sign In to the end of the file name

You can also take of photo with your phone. Email/airdrop to yourself, edit, and 'Save As'

Tell Everyone: SIGN IN AS SOON AS YOU GET TO THE VENUE!



ATTRACTION: ASP
VENUE: DeVos Place - Ballroom D
CONTACT: Bayli Sackreiter
PREPARED BY: Stan Sacha
DATE: 8/1/2025

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
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DEVOS PLACE

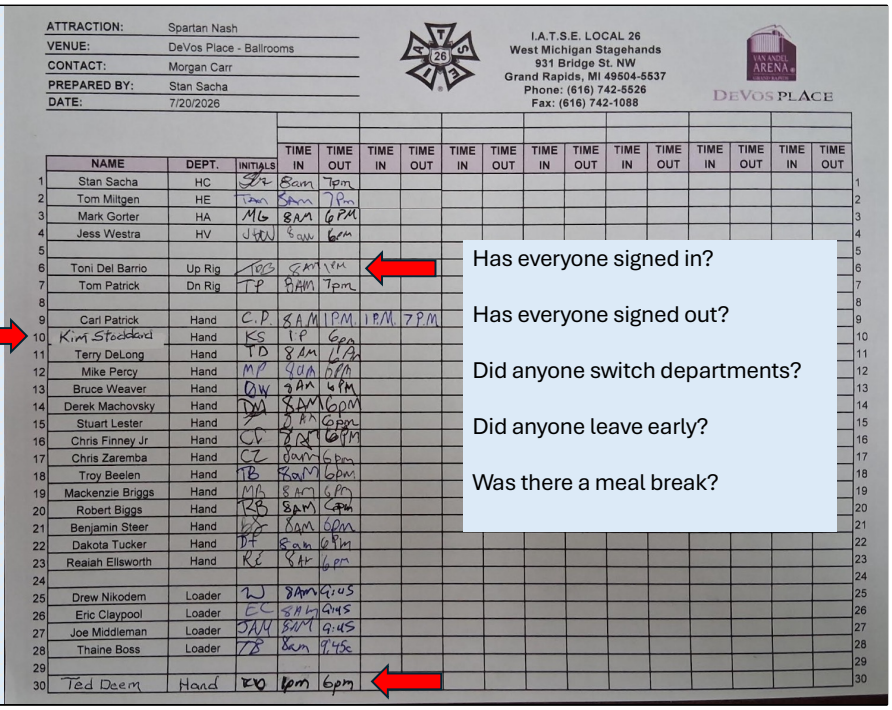
	NAME	DEPT.	INITIALS	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT
1	Stan Sacha	HC	SS	9am	11am												
2	Mark Gorter	HA	MG	9AM	11AM												
3	Jess Westra	HV	JW	9 am	11 am												

Initials and times should be legible.

White out was invented for a reason ☺

Keep an eye out for people signing in on the wrong line or signing in someone else.

Tell Everyone: SIGN IN AS SOON AS YOU GET TO THE VENUE!



ATTRACTION: Spartan Nash
VENUE: DeVos Place - Ballrooms
CONTACT: Morgan Carr
PREPARED BY: Stan Sacha
DATE: 7/20/2026

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
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DEVOS PLACE

	NAME	DEPT.	INITIALS	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT	TIME IN	TIME OUT
1	Stan Sacha	HC	SS	8am	7pm												
2	Tom Miltgen	HE	TM	8am	7pm												
3	Mark Gorter	HA	MG	8AM	6PM												
4	Jess Westra	HV	JW	8am	6pm												
5																	
6	Toni Del Barrio	Up Rig	TDB	8AM	1PM												
7	Tom Patrick	Dn Rig	TP	8AM	7pm												
8																	
9	Carl Patrick	Hand	C.P.	8A.M.	1P.M.	1P.M.	7P.M.										
10	Kim Stoddard	Hand	KS	1P	6pm												
11	Terry DeLong	Hand	TD	8 AM	6PM												
12	Mike Percy	Hand	MP	9AM	6PM												
13	Bruce Weaver	Hand	BW	8AM	6PM												
14	Derek Machovsky	Hand	DM	8AM	6PM												
15	Stuart Lester	Hand		8AM	6PM												
16	Chris Finney Jr	Hand	CF	8AM	6PM												
17	Chris Zaremba	Hand	CZ	8am	6pm												
18	Troy Beelen	Hand	TB	8AM	6pm												
19	Mackenzie Briggs	Hand	MB	8AM	6PM												
20	Robert Biggs	Hand	RB	8am	6pm												
21	Benjamin Steer	Hand	BS	8AM	6PM												
22	Dakota Tucker	Hand	DT	8am	6PM												
23	Reaiah Ellsworth	Hand	RE	8AM	6pm												
24																	
25	Drew Nikodem	Loader	DN	8AM	9:45												
26	Eric Claypool	Loader	EC	8AM	9:45												
27	Joe Middleman	Loader	JM	8AM	9:45												
28	Thaine Boss	Loader	TB	8am	9:45												
29																	
30	Ted Deem	Hand	TD	1pm	6pm												

Has everyone signed in?

Has everyone signed out?

Did anyone switch departments?

Did anyone leave early?

Was there a meal break?

Toni had to leave, Carl switch to a rigger

Kim Stoddard came in at 1pm to cover the open hand position left when Carl switched to rigger

Ted Deem came in to replace a hand that call off last minute

Ted wrote the incorrect start time.

Communicate with the EC

- If paperwork is not present, ask them for it
- Discuss meals, End of Day Timing, alert to delays
- Give options
- Requests for operations staff to perform certain duties or supply needs
- Report safety issues that can't be solved by us
- Notify of need for air conditioning
- Let them ask questions
- Admit when you need to go up the chain of command or ask advice

Attempt to inform EC/Vendor an hour before a Meal

This allows time to provide a Meal, if needed

All of our CBAs and FEDERAL LAW

Reasonable break time will be given for an employee to express breast milk for a nursing child. The employee will be provided a place, other than a bathroom, that is shielded from view, has access to electric power and is free from intrusion from coworkers and the public.



The employee shall disclose the need for accommodations to the employer or job steward in advance so that appropriate needs can be met.

Ask the Employer, EC, Venue to open a room

This is not optional. Failing to make the EC provide a place or directing a crewperson to a bathroom to express milk will be noticed and may be cause to stop putting you in charge of crews.

Communicate with the Vendor

- Review the labor request vs what they need
- Determine crew needs per department(Carp, LX, Audio, Video)
- Discuss Break, Lunch, End of Day Timing
- Give notice when approaching the end of a minimum
- Give options
- Let them ask questions
- Admit when you need to go up the chain of command or ask advice

Attempt to inform EC/Vendor an hour before a Meal

This allows time to provide a Meal, if needed

Communicate with the Client/Presenter

- Greet and offer your name and role
- Let them ask questions
- Avoid overly technical language
- Admit when you need to go up the chain of command or ask advice

Don’t forget to ‘mirror’ their comments, questions

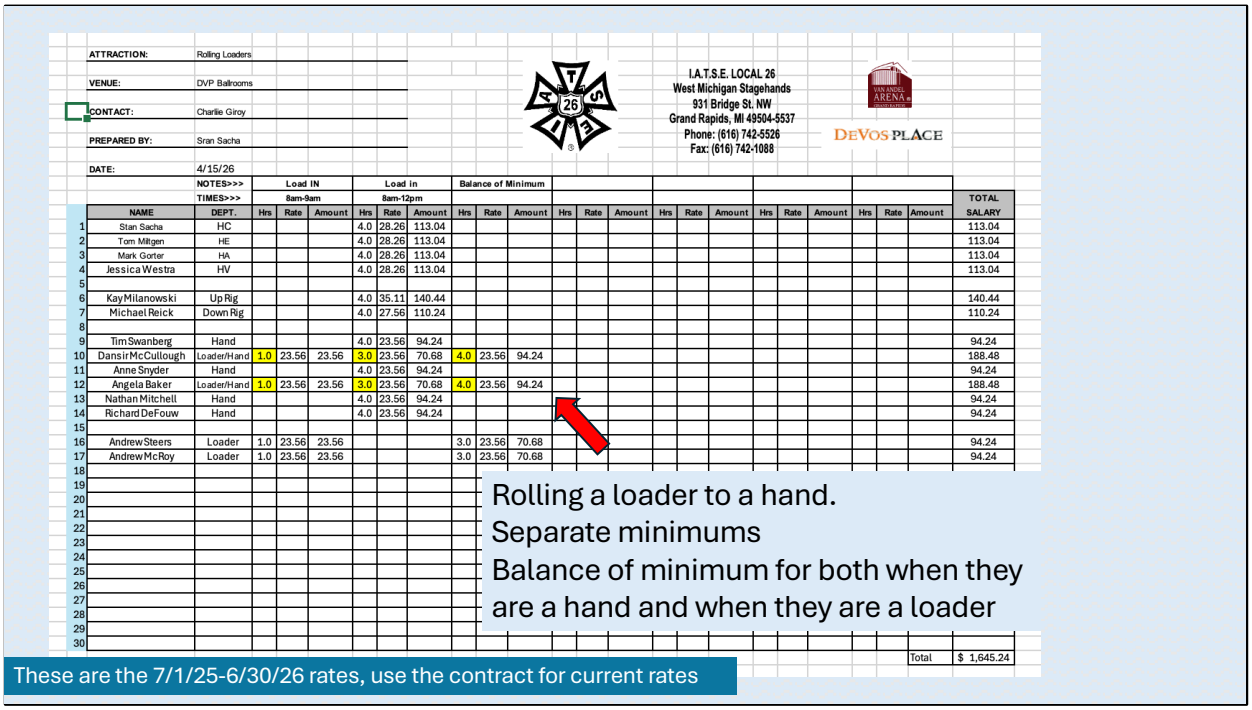
Extraordinary Circumstances

Things you must account for:

Dual Positions
Admin
Board Ops
Job Shadow
Meal Penalty
Turn Around
Cancellations

Things you can't control:

Lates and No Shows
Trucks break down
Gear is forgotten
Michigan Weather
Other people



ATTRACTION: Rolling Loaders
VENUE: DVP Ballrooms
CONTACT: Charlie Giroy
PREPARED BY: Sran Sacha
DATE: 4/15/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

			NOTES>>>		Load IN			Load In			Balance of Minimum													
			TIMES>>>		8am-9am			8am-12pm																TOTAL
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1	Stan Sacha	HC				4.0	28.26	113.04																113.04
2	Tom Miltgen	HE				4.0	28.26	113.04																113.04
3	Mark Gorter	HA				4.0	28.26	113.04																113.04
4	Jessica Westra	HV				4.0	28.26	113.04																113.04
5																								
6	Kay Milanowski	Up Rig				4.0	35.11	140.44																140.44
7	Michael Reick	Down Rig				4.0	27.56	110.24																110.24
8																								
9	Tim Swanberg	Hand				4.0	23.56	94.24																94.24
10	Dansir McCullough	Loader/Hand	1.0	23.56	23.56	3.0	23.56	70.68	4.0	23.56	94.24													188.48
11	Anne Snyder	Hand				4.0	23.56	94.24																94.24
12	Angela Baker	Loader/Hand	1.0	23.56	23.56	3.0	23.56	70.68	4.0	23.56	94.24													188.48
13	Nathan Mitchell	Hand				4.0	23.56	94.24																94.24
14	Richard DeFouw	Hand				4.0	23.56	94.24																94.24
15																								
16	Andrew Steers	Loader	1.0	23.56	23.56				3.0	23.56	70.68													94.24
17	Andrew McRoy	Loader	1.0	23.56	23.56				3.0	23.56	70.68													94.24
18																								
19																								
20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								
30																								
																						Total		$ 1,645.24

Rolling a loader to a hand.
Separate minimums
Balance of minimum for both when they are a hand and when they are a loader

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Dual Positions
Truck is ready to unload.
Missing a Loader
Ask a Hand to be a Loader, then roll into a Hand

Paperwork Time Chart

(g) If there are twenty or more workers on a call, the Steward or Head Carpenter shall receive at straight time rate additional time to prepare the days paperwork and record keeping according to the following scale:

20-39	Workers	0.5	hours
40-59	Workers	1	hours
60-79	Workers	1.5	hours
80-99	Workers	2	hours
100-119	Workers	2.5	hours
120-139	Workers	3	hours
140+	Workers	3.5	hours

Paperwork time is the only exception to the hour clock at DeVos Place. The Union will absorb the cost of sending an additional Employee for calls over 80 people and the cost of two Employees for calls over 100 people.

ATTRACTION:	Paperwork Time	
VENUE:	DVP Ballrooms	
CONTACT:	Charlie Gilroy	
PREPARED BY:	Stan Sacha	
DATE:	4/15/26	

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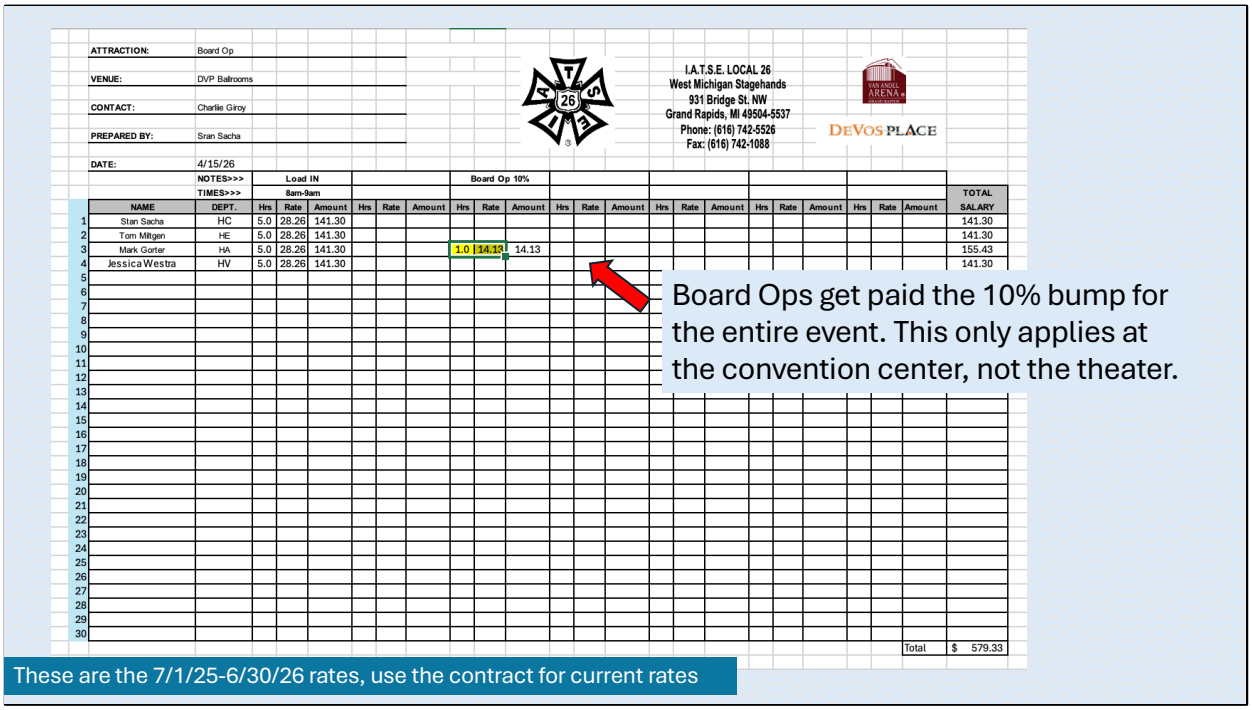
DEVOS PLACE

			NOTES>>>	Load In					Admin														
			TIMES>>>	8am-1pm																			TOTAL
	NAME	DEPT.		Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1	Stan Sacha	HC		5.0	28.26	141.30				0.5	28.26	14.13													155.43
2	Tom Miltgen	HE		5.0	28.26	141.30																			141.30
3	Mark Gorter	HA		5.0	28.26	141.30																			141.30
4	Jessica Westra	HV		5.0	28.26	141.30																			141.30
5																									
6	Kay Milanowski	Up Rig		4.0	35.11	140.44																			140.44
7	Michael Reick	Down Rig		4.0	27.56	110.24																			110.24
8																									
9	Tim Swanberg	Hand		5.0	23.56	117.80																			117.80
10	Dansir McCullough	Hand		5.0	23.56	117.80																			117.80
11	Dave Herendeen	Hand		5.0	23.56	117.80																			117.80
12	Juntina Brunelle	Hand		5.0	23.56	117.80																			117.80
13	Angela Baker	Hand		5.0	23.56	117.80																			117.80
14	Carla Hunt	Hand		5.0	23.56	117.80																			117.80
15	Rob Vermuelen	Hand		5.0	23.56	117.80																			117.80
16	Knick Rector	Hand		5.0	23.56	117.80																			117.80
17	Anne Snyder	Hand		5.0	23.56	117.80																			117.80
18	Richard DeFouw	Hand		5.0	23.56	117.80																			117.80
19	Nathan Mitchell	Hand		5.0	23.56	117.80																			117.80
20	Richard Epps	Hand		5.0	23.56	117.80																			117.80
21																									
22																									
23																									
24	Michael David	Loader		4.0	23.56	94.24																			94.24
25	Randyy DeBoer	Loader		4.0	23.56	94.24																			94.24
26	Andrew Steers	Loader		4.0	23.56	94.24																			94.24
27	Andrew McRoy	Loader		4.0	23.56	94.24																			94.24
28																									
29																									
																							Total		$ 2,620.57

Paperwork time is the only exception to the hour clock at DeVos Place

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Admin is at straight time.
New to our last contract
Steward/HC compensated for size crew over 20 people
Chart in contract



ATTRACTION: Board Op
VENUE: DVP Ballrooms
CONTACT: Charlie Giroy
PREPARED BY: Sran Sacha
DATE: 4/15/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
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Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

	NAME	DEPT.	Load IN 8am-9am Hrs	Rate	Amount				Board Op 10% Hrs	Rate	Amount											TOTAL SALARY
1	Stan Sacha	HC	5.0	28.26	141.30																	141.30
2	Tom Miltgen	HE	5.0	28.26	141.30																	141.30
3	Mark Gorter	HA	5.0	28.26	141.30				1.0	14.13	14.13											155.43
4	Jessica Westra	HV	5.0	28.26	141.30																	141.30

Total $ 579.33

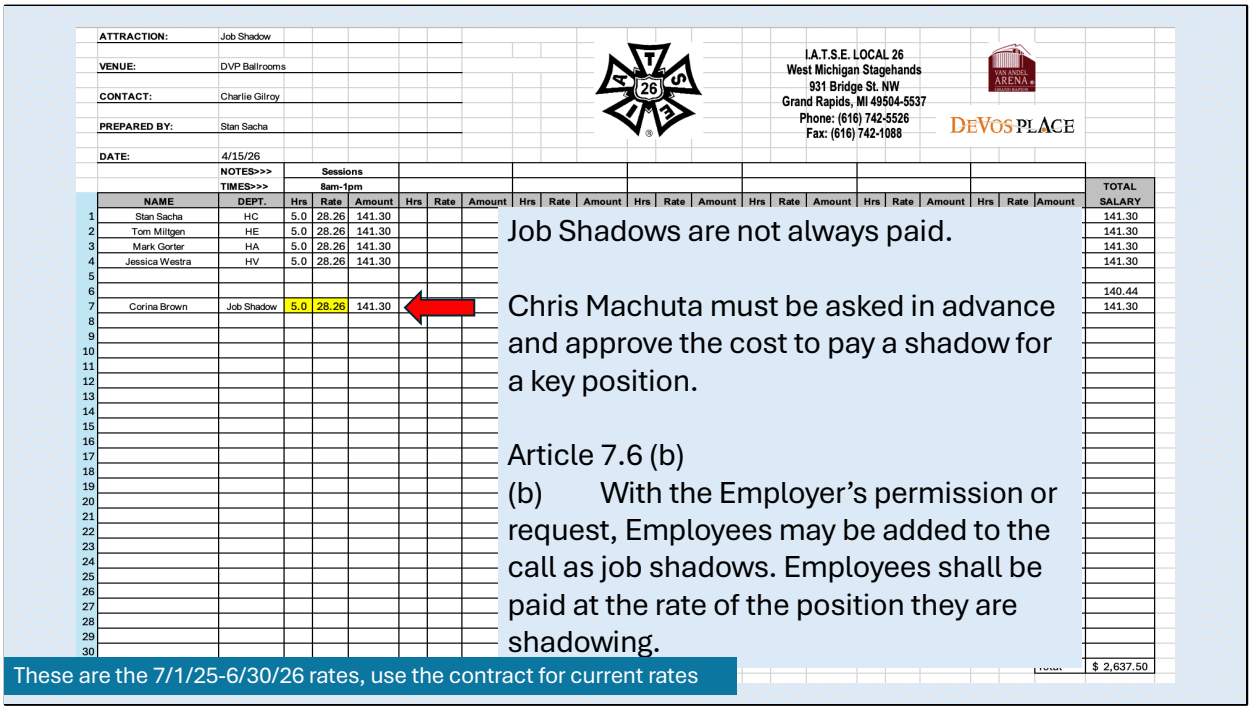
Board Ops get paid the 10% bump for the entire event. This only applies at the convention center, not the theater.

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Board Ops

Also new to this contract

Dept Heads (HE,HA) receive a 10% bump in pay for the duration of that event (from start of Load In to end of Load Out)



ATTRACTION: Job Shadow
VENUE: DVP Ballrooms
CONTACT: Charlie Gilroy
PREPARED BY: Stan Sacha
DATE: 4/15/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
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Fax: (616) 742-1088

DEVOS PLACE

NOTES>>> Sessions
TIMES>>> 8am-1pm

	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	TOTAL SALARY
1	Stan Sacha	HC	5.0	28.26	141.30																			141.30
2	Tom Miltgen	HE	5.0	28.26	141.30																			141.30
3	Mark Gorter	HA	5.0	28.26	141.30																			141.30
4	Jessica Westra	HV	5.0	28.26	141.30																			141.30
5																								
6																								140.44
7	Corina Brown	Job Shadow	5.0	28.26	141.30																			141.30
8																								
9																								
10																								
11																								
12																								
13																								
14																								
15																								
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25																								
26																								
27																								
28																								
29																								
30																								
																								$ 2,637.50

Job Shadows are not always paid.

Chris Machuta must be asked in advance and approve the cost to pay a shadow for a key position.

Article 7.6 (b)
(b) With the Employer's permission or request, Employees may be added to the call as job shadows. Employees shall be paid at the rate of the position they are shadowing.

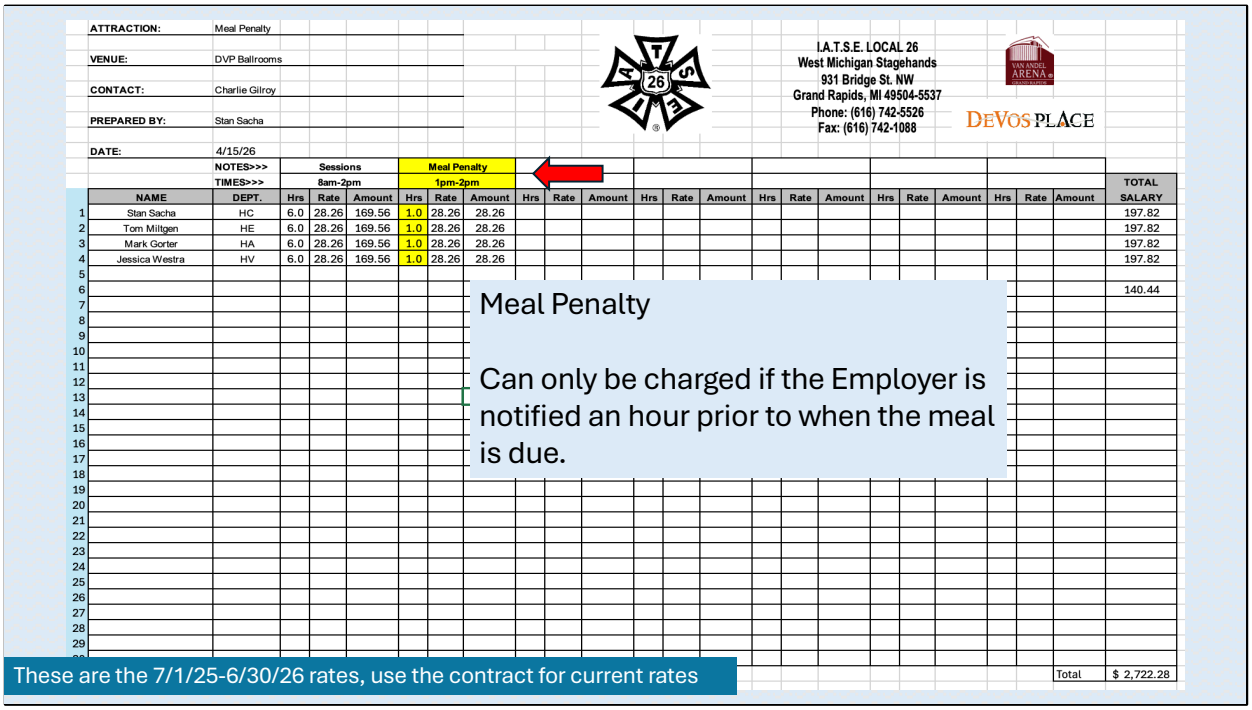
These are the 7/1/25-6/30/26 rates, use the contract for current rates

SMG will only pay shadows for key positions.

Anyone can ask to shadow or allow someone to shadow them for free.

The person shadowing should report it to training@iatse26.org so we have a record of who is committed to learn and should be considered for key roles.

Depending on the event, shadowing must be approved by the EC and/or Client. Anything involving Secret Service will result in no shadowing.



ATTRACTION: Meal Penalty

VENUE: DVP Ballrooms

CONTACT: Charlie Gilroy

PREPARED BY: Stan Sacha

DATE: 4/15/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

			NOTES>>>		Sessions			Meal Penalty																
			TIMES>>>		8am-2pm			1pm-2pm																TOTAL
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1	Stan Sacha	HC	6.0	28.26	169.56	1.0	28.26	28.26																197.82
2	Tom Miltgen	HE	6.0	28.26	169.56	1.0	28.26	28.26																197.82
3	Mark Gorter	HA	6.0	28.26	169.56	1.0	28.26	28.26																197.82
4	Jessica Westra	HV	6.0	28.26	169.56	1.0	28.26	28.26																197.82
5																								
6																								140.44
7																								
8																								
9																								
10																								
11																								
12																								
13																								
14																								
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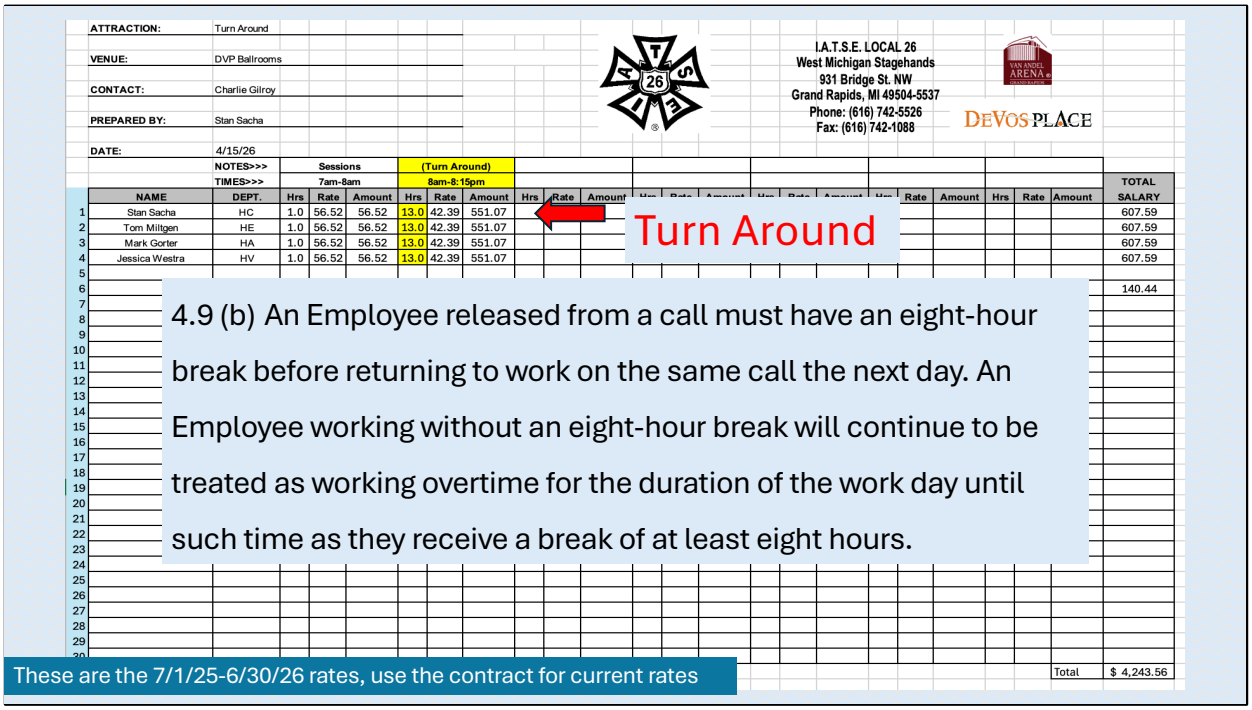
Meal Penalty

Can only be charged if the Employer is notified an hour prior to when the meal is due.

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Legends (ASM/SMG) shall notify all clients/vendors of the meal break requirements in this Agreement.
The Head Carpenter or another Department Head (in their absence) shall notify them, typically the vendor
AND the EC (employer rep),at least one hour prior to the meal break that the meal break is approaching.

The EC will arrange a Meal and order it. Or, a Meal Penalty will be approved.
The Meal Penalty compensation will be straight rate and will be added (in a separate column) to affected employees
accordingly.



ATTRACTION: Turn Around
VENUE: DVP Ballrooms
CONTACT: Charlie Gilroy
PREPARED BY: Stan Sacha
DATE: 4/15/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

NOTES>>> Sessions (Turn Around)
TIMES>>> 7am-8am 8am-8:15pm

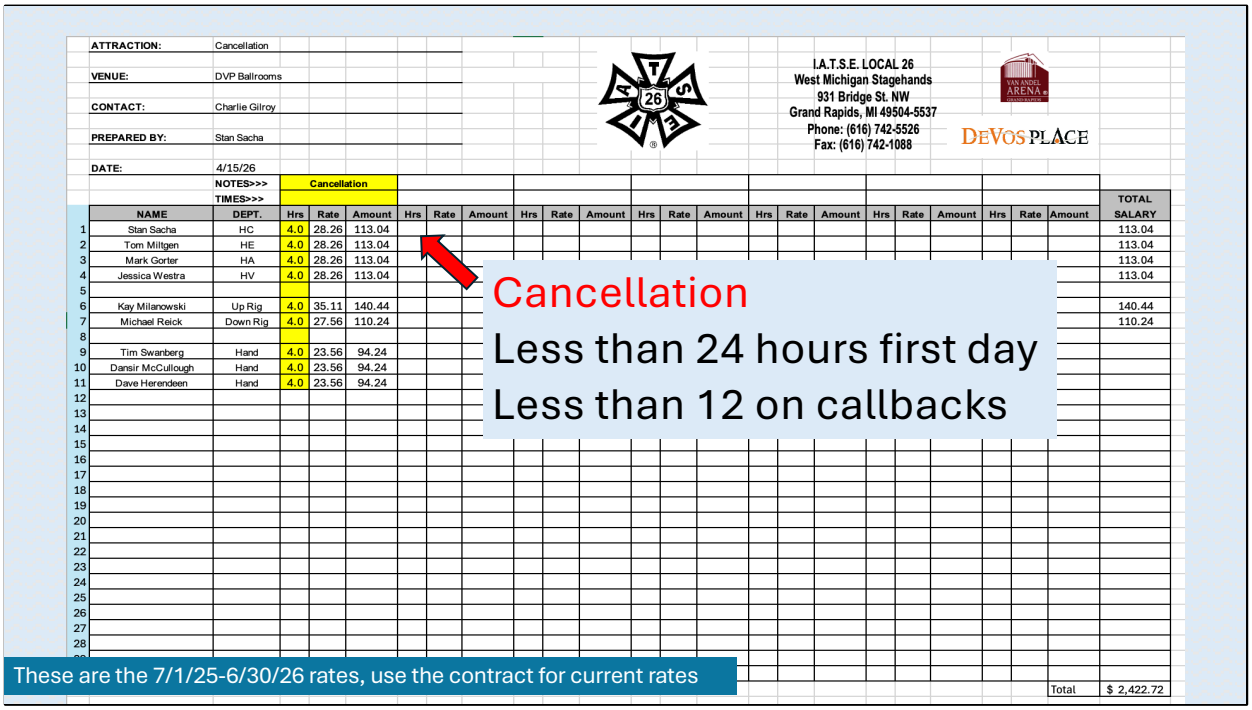
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	TOTAL SALARY
1	Stan Sacha	HC	1.0	56.52	56.52	13.0	42.39	551.07	607.59
2	Tom Miltgen	HE	1.0	56.52	56.52	13.0	42.39	551.07	607.59
3	Mark Gorter	HA	1.0	56.52	56.52	13.0	42.39	551.07	607.59
4	Jessica Westra	HV	1.0	56.52	56.52	13.0	42.39	551.07	607.59
6									140.44
								Total	$ 4,243.56

Turn Around

4.9 (b) An Employee released from a call must have an eight-hour break before returning to work on the same call the next day. An Employee working without an eight-hour break will continue to be treated as working overtime for the duration of the work day until such time as they receive a break of at least eight hours.

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Turn Around…
…occurs when the crew are not given an 8 hour rest period from one day to the next on the **same gig, client, venue.**
In such cases, the crew will be compensated at straight time and a half (aka Overtime) for hours worked from
8 am – 12 am.
Hours worked between 12 am(Md) – 8 am will be paid at the standard 2X the rate.



ATTRACTION:	Cancellation
VENUE:	DVP Ballrooms
CONTACT:	Charlie Gilroy
PREPARED BY:	Stan Sacha
DATE:	4/15/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

NOTES>>> Cancellation
TIMES>>>

	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	TOTAL SALARY
1	Stan Sacha	HC	4.0	28.26	113.04																			113.04
2	Tom Miltgen	HE	4.0	28.26	113.04																			113.04
3	Mark Gorter	HA	4.0	28.26	113.04																			113.04
4	Jessica Westra	HV	4.0	28.26	113.04																			113.04
5																								
6	Kay Milanowski	Up Rig	4.0	35.11	140.44																			140.44
7	Michael Reick	Down Rig	4.0	27.56	110.24																			110.24
8																								
9	Tim Swanberg	Hand	4.0	23.56	94.24																			
10	Dansir McCullough	Hand	4.0	23.56	94.24																			
11	Dave Herendeen	Hand	4.0	23.56	94.24																			
12																								
13																								
14																								
15																								
16																								
17																								
18																								
19																								
20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								

Total $ 2,422.72

Cancellation
Less than 24 hours first day
Less than 12 on callbacks

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Cancellation of Work
With less than 24 hour notice, employees will be paid a 4 hour minimum for the first day only.

In the middle of a multi day event, a cancellation/or time adjustment received with less than a
12 hour notice will incur similar results.

Changing a start time is not a cancellation.

Scenario DeVos Place SMG Contract

- Four Heads
- Up and down rigger
- 2 hands
- 2 loaders

- Loaders were done after 35 minutes
- Riggers after 3 hours
- Heads on all day
- Hands left after 4 hours on IN
- Load out took 2 hours

Start time : 8am

Load Out : 4pm

Heads were fed

Tip: Arrange your columns in sequential order from left to right

Note this is in the ballroom

Question: What should they flag if it is in the exhibit halls?

Answer: If Riggers are walking a beam, it is always a minimum 2 up and 1 down. From a lift, one and one is fine.

ATTRACTION:	Training Scenario	
VENUE:	DeVos Place - Ballrooms	
CONTACT:	Matt Van Essendelft	
PREPARED BY:	Stan Sacha	
DATE:	6/18/26	

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
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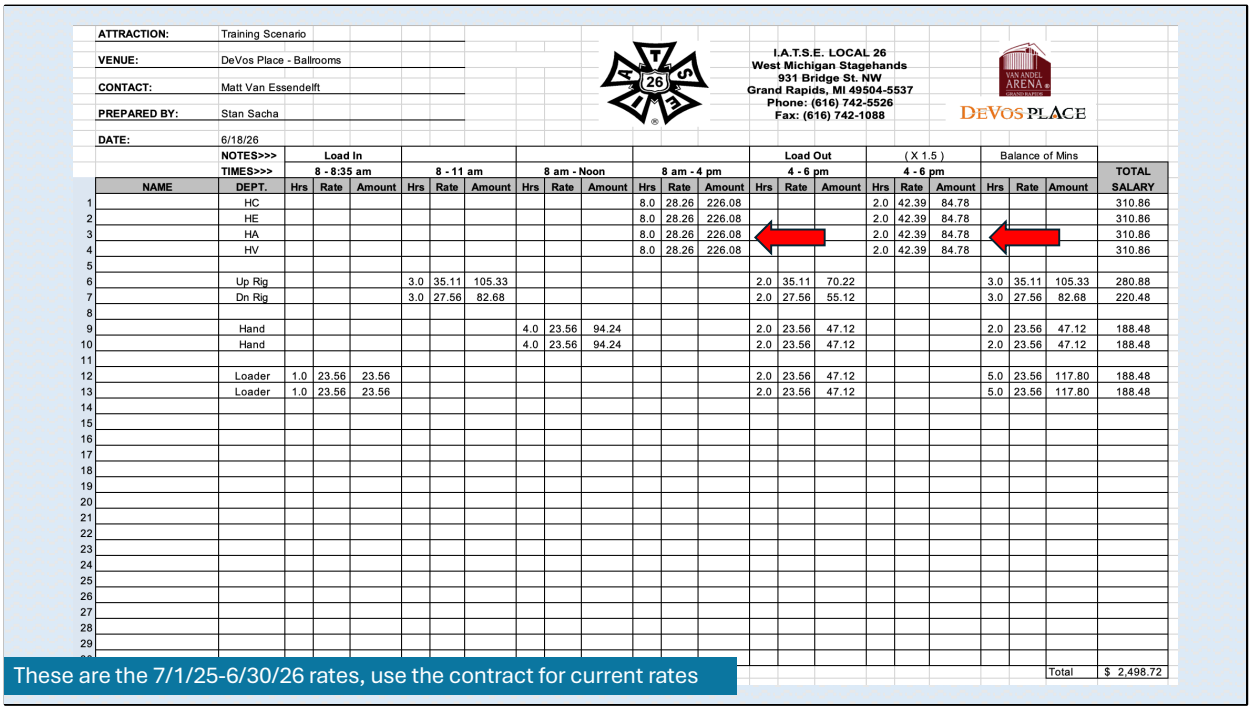
DEVOS PLACE

		NOTES>>>	Load In			Balance of Min						Balance of Min									Load Out			
		TIMES>>>	8 - 8:35 am						8 - 11 am						8 am - Noon			8 am - 4 pm			4 - 6 pm			TOTAL
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1		HC																8.0	28.26	226.08				226.08
2		HE																8.0	28.26	226.08				226.08
3		HA																8.0	28.26	226.08				226.08
4		HV																8.0	28.26	226.08				226.08
5																								
6		Up Rig							3.0	35.11	105.33	1.0	35.11	35.11							2.0	35.11	70.22	210.66
7		Dn Rig							3.0	27.56	82.68	1.0	27.56	27.56							2.0	27.56	55.12	165.36
8																								
9		Hand													4.0	23.56	94.24				2.0	23.56	47.12	141.36
10		Hand													4.0	23.56	94.24				2.0	23.56	47.12	141.36
11																								
12		Loader	1.0	23.56	23.56	3.0	23.56	70.68													2.0	23.56	47.12	141.36
13		Loader	1.0	23.56	23.56	3.0	23.56	70.68													2.0	23.56	47.12	141.36
14																								
15																								
16																								
17																								
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19																								
20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								
30																								
																							Total	$ 1,845.78

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Version 1

Point out mistake



ATTRACTION:	Training Scenario
VENUE:	DeVos Place - Ballrooms
CONTACT:	Matt Van Essendelft
PREPARED BY:	Stan Sacha
DATE:	6/18/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

	NOTES>>>	Load In												Load Out			(X 1.5)			Balance of Mins			
	TIMES>>>	8 - 8:35 am			8 - 11 am			8 am - Noon			8 am - 4 pm			4 - 6 pm			4 - 6 pm						TOTAL
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1		HC										8.0	28.26	226.08				2.0	42.39	84.78				310.86
2		HE										8.0	28.26	226.08				2.0	42.39	84.78				310.86
3		HA										8.0	28.26	226.08				2.0	42.39	84.78				310.86
4		HV										8.0	28.26	226.08				2.0	42.39	84.78				310.86
5																								
6		Up Rig				3.0	35.11	105.33							2.0	35.11	70.22				3.0	35.11	105.33	280.88
7		Dn Rig				3.0	27.56	82.68							2.0	27.56	55.12				3.0	27.56	82.68	220.48
8																								
9		Hand							4.0	23.56	94.24				2.0	23.56	47.12				2.0	23.56	47.12	188.48
10		Hand							4.0	23.56	94.24				2.0	23.56	47.12				2.0	23.56	47.12	188.48
11																								
12		Loader	1.0	23.56	23.56										2.0	23.56	47.12				5.0	23.56	117.80	188.48
13		Loader	1.0	23.56	23.56										2.0	23.56	47.12				5.0	23.56	117.80	188.48
14																								
15																								
16																								
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20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								
																						Total		$ 2,498.72

These are the 7/1/25-6/30/26 rates, use the contract for current rates

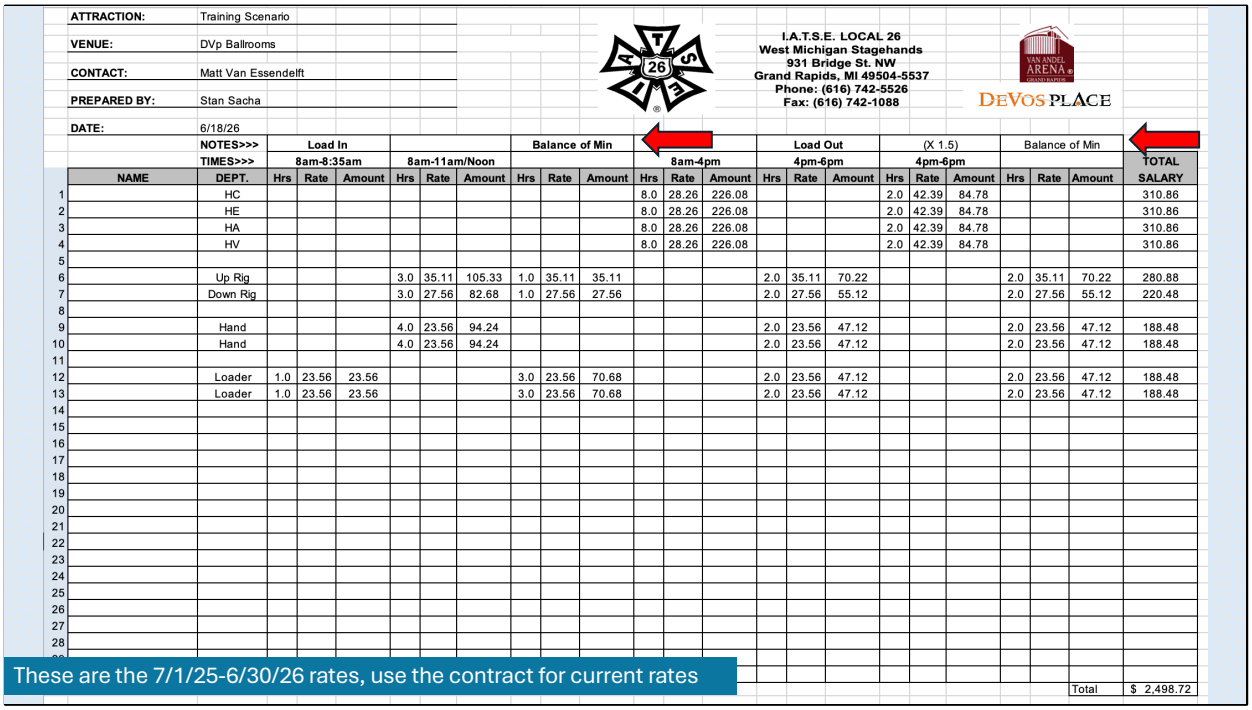
Version 2

Mistake is…

Heads missing last two hours

Loaders missing balance of minimum on load in

Hands and riggers missing balance of minimum on out



ATTRACTION:	Training Scenario
VENUE:	DVp Ballrooms
CONTACT:	Matt Van Essendelft
PREPARED BY:	Stan Sacha
DATE:	6/18/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

DEVOS PLACE

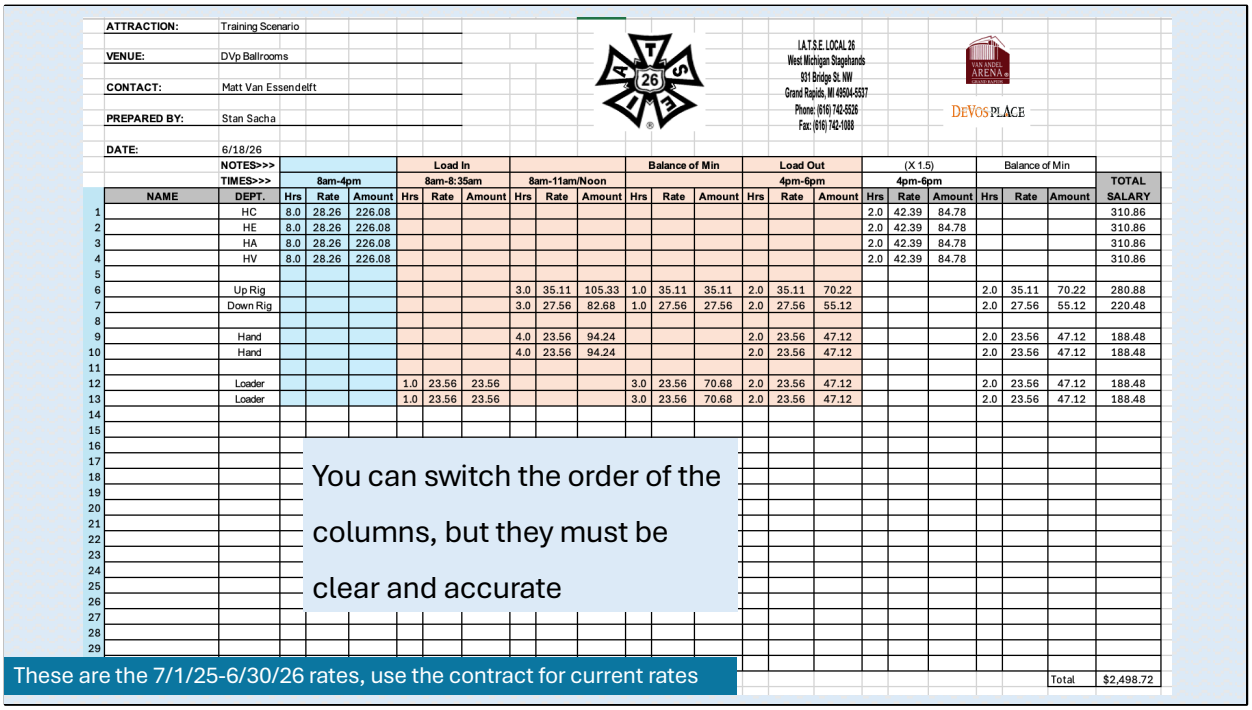
	NOTES>>>	Load In						Balance of Min						Load Out			(X 1.5)			Balance of Min			
	TIMES>>>	8am-8:35am			8am-11am/Noon						8am-4pm			4pm-6pm			4pm-6pm						TOTAL
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1		HC										8.0	28.26	226.08				2.0	42.39	84.78				310.86
2		HE										8.0	28.26	226.08				2.0	42.39	84.78				310.86
3		HA										8.0	28.26	226.08				2.0	42.39	84.78				310.86
4		HV										8.0	28.26	226.08				2.0	42.39	84.78				310.86
5																								
6		Up Rig				3.0	35.11	105.33	1.0	35.11	35.11				2.0	35.11	70.22				2.0	35.11	70.22	280.88
7		Down Rig				3.0	27.56	82.68	1.0	27.56	27.56				2.0	27.56	55.12				2.0	27.56	55.12	220.48
8																								
9		Hand				4.0	23.56	94.24							2.0	23.56	47.12				2.0	23.56	47.12	188.48
10		Hand				4.0	23.56	94.24							2.0	23.56	47.12				2.0	23.56	47.12	188.48
11																								
12		Loader	1.0	23.56	23.56				3.0	23.56	70.68				2.0	23.56	47.12				2.0	23.56	47.12	188.48
13		Loader	1.0	23.56	23.56				3.0	23.56	70.68				2.0	23.56	47.12				2.0	23.56	47.12	188.48
14																								
15																								
16																								
17																								
18																								
19																								
20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
																						Total	$	2,498.72

These are the 7/1/25-6/30/26 rates, use the contract for current rates

Version 3

This is a correct version

Everything is recorded sequentially



ATTRACTION:	Training Scenario	
VENUE:	DVp Ballrooms	
CONTACT:	Matt Van Essendelft	
PREPARED BY:	Stan Sacha	
DATE:	6/18/26	

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

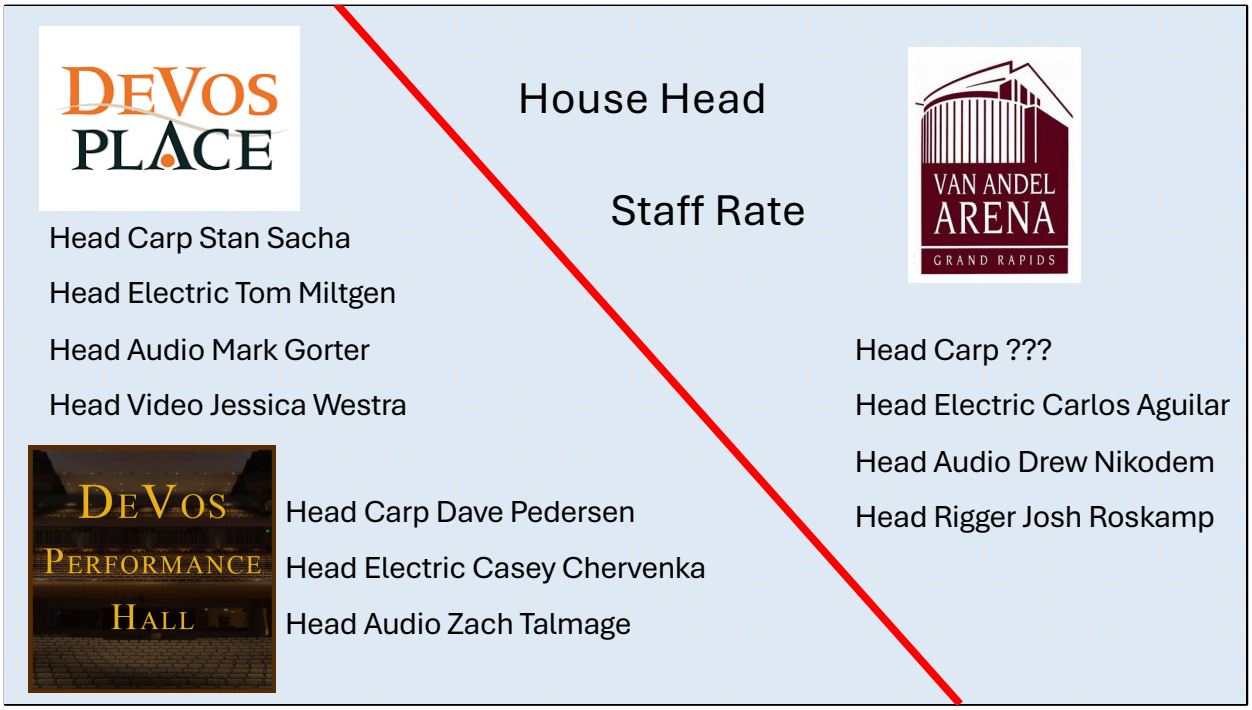
VAN ANDEL ARENA
DEVOS PLACE

		NOTES>>>			Load In						Balance of Min			Load Out			(X 1.5)			Balance of Min			
		TIMES>>>	8am-4pm			8am-8:35am			8am-11am/Noon						4pm-6pm			4pm-6pm						TOTAL
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
1		HC	8.0	28.26	226.08													2.0	42.39	84.78				310.86
2		HE	8.0	28.26	226.08													2.0	42.39	84.78				310.86
3		HA	8.0	28.26	226.08													2.0	42.39	84.78				310.86
4		HV	8.0	28.26	226.08													2.0	42.39	84.78				310.86
5																								
6		Up Rig							3.0	35.11	105.33	1.0	35.11	35.11	2.0	35.11	70.22				2.0	35.11	70.22	280.88
7		Down Rig							3.0	27.56	82.68	1.0	27.56	27.56	2.0	27.56	55.12				2.0	27.56	55.12	220.48
8																								
9		Hand							4.0	23.56	94.24				2.0	23.56	47.12				2.0	23.56	47.12	188.48
10		Hand							4.0	23.56	94.24				2.0	23.56	47.12				2.0	23.56	47.12	188.48
11																								
12		Loader				1.0	23.56	23.56				3.0	23.56	70.68	2.0	23.56	47.12				2.0	23.56	47.12	188.48
13		Loader				1.0	23.56	23.56				3.0	23.56	70.68	2.0	23.56	47.12				2.0	23.56	47.12	188.48
14																								
15																								
16																								
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20																								
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
29																								
																						Total		$2,498.72

You can switch the order of the columns, but they must be clear and accurate

These are the 7/1/25-6/30/26 rates, use the contract for current rates

This is the same as the previous slide except the order of columns.



This does not extend between buildings.

The DeVos Heads don't get staff rate at VAA or vice versa

If the House Head is working a position that earns a higher rate (rigger, camera, switcher, etc.) they receive that rate

SMG Steward's Reports and Sign In Sheets Must Be Sent To:

- ✓Event Coordinator as found on the event paperwork
- ✓Katie Oquist koquist@grandrapidsvenues.com (Accounting)
- ✓Invoices@iatse26.org
- ✓Chris Machuta cmachuta@grandrapidsvenues.com

The Union office must have a copy of your sign in sheet and steward report to settle disputes

Scan and save your sign in sheets with the same file format as the steward's report adding Sign In to the end of the file name

You can also take of photo with your phone. Email to yourself, edit, and 'Save As'

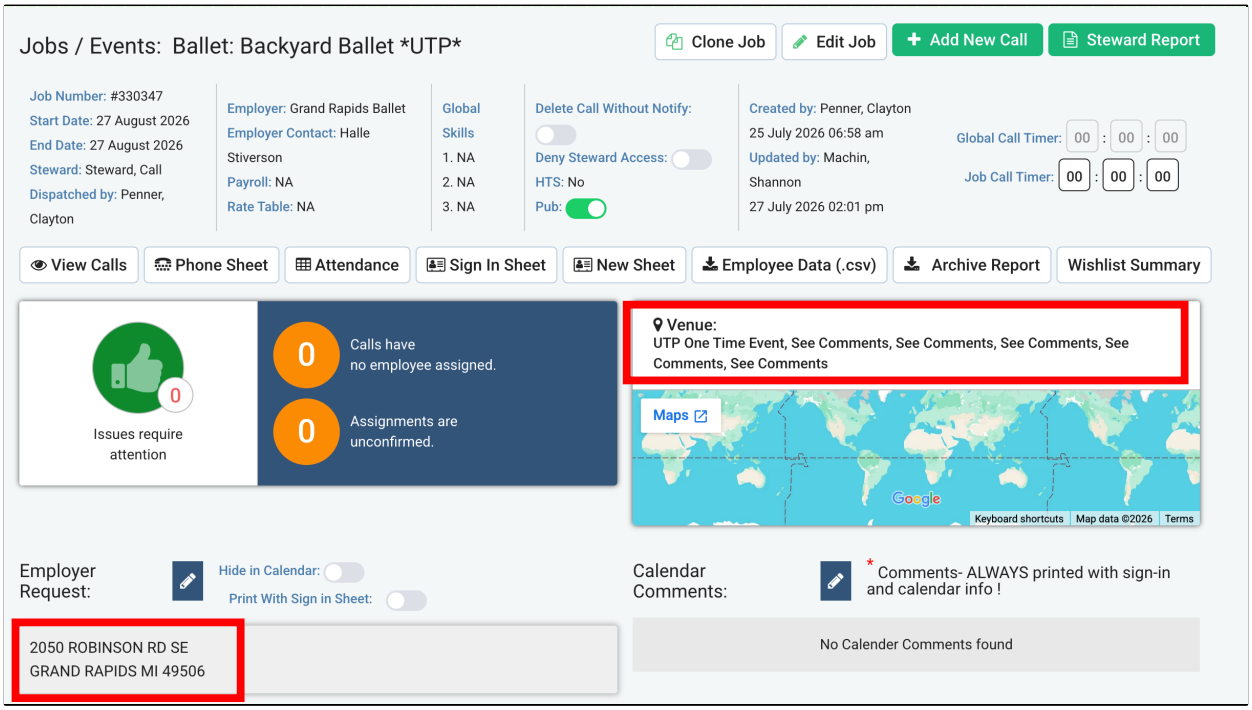
NOTE: Email to Fellow Department Heads…Why? Another set of eyes to review
For their records



BREAK TIME!



Many times UTP will go to a location only once. We may not save it as a venue in



Often we will have UTP events at locations we will only go to once.

Check the address of where you are going.



If you are not willing to do the accident report, don't accept a Head Position.

Remember if the injured person cannot transport themselves, it is up to the employer to provide transportation to medical care. They can opt to call a Cab/Rideshare, allow a willing crew member to transport, or call an ambulance.

If you are sending a person offsite for medical care, exchange phone numbers in case either side needs assistance or to check progress. If there is not time, ask the call steward to forward your number to the person going offsite for medical care

Save the file using the format:

Year-Month-Day-Event Name –Location -Day

2018-04-07 Amway Ballrooms



If the same group has multiple events going on in the same building include the location

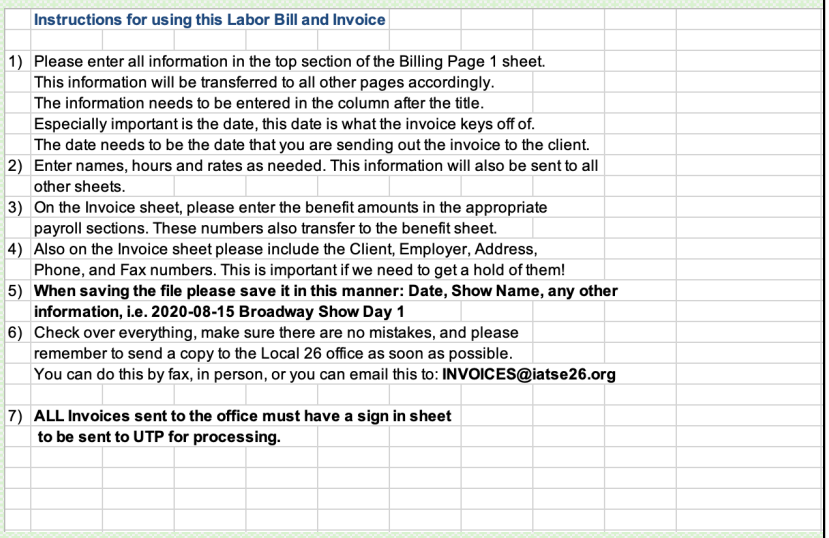
If you cannot put the event on a single page, make each day a separate file.

UTP templates vary based on benefits



If you think you have forgotten something...

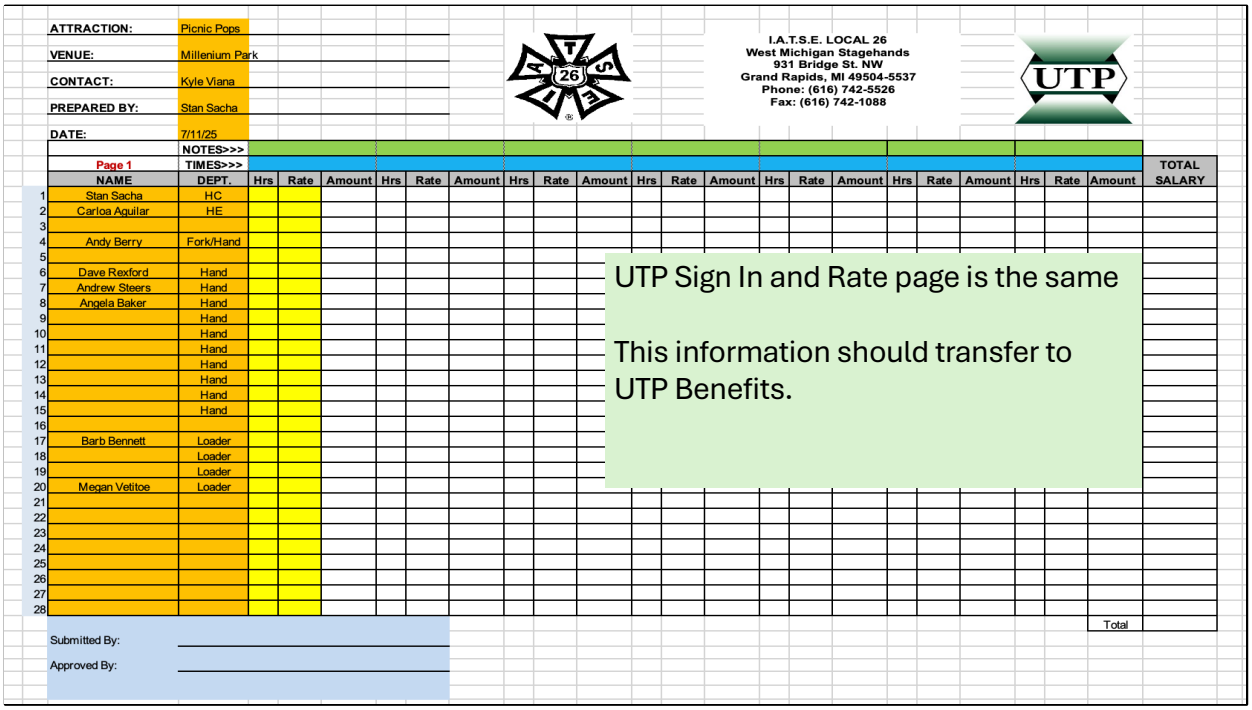
Check the instructions on the first tab of your report.



Instructions for using this Labor Bill and Invoice

1) Please enter all information in the top section of the Billing Page 1 sheet.
This information will be transferred to all other pages accordingly.
The information needs to be entered in the column after the title.
Especially important is the date, this date is what the invoice keys off of.
The date needs to be the date that you are sending out the invoice to the client.
2) Enter names, hours and rates as needed. This information will also be sent to all other sheets.
3) On the Invoice sheet, please enter the benefit amounts in the appropriate payroll sections. These numbers also transfer to the benefit sheet.
4) Also on the Invoice sheet please include the Client, Employer, Address, Phone, and Fax numbers. This is important if we need to get a hold of them!
5) **When saving the file please save it in this manner: Date, Show Name, any other information, i.e. 2020-08-15 Broadway Show Day 1**
6) Check over everything, make sure there are no mistakes, and please remember to send a copy to the Local 26 office as soon as possible.
You can do this by fax, in person, or you can email this to: **INVOICES@iatse26.org**

7) **ALL Invoices sent to the office must have a sign in sheet to be sent to UTP for processing.**



ATTRACTION:	Picnic Pops
VENUE:	Millenium Park
CONTACT:	Kyle Viana
PREPARED BY:	Stan Sacha
DATE:	7/11/25
	NOTES>>>
Page 1	TIMES>>>

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
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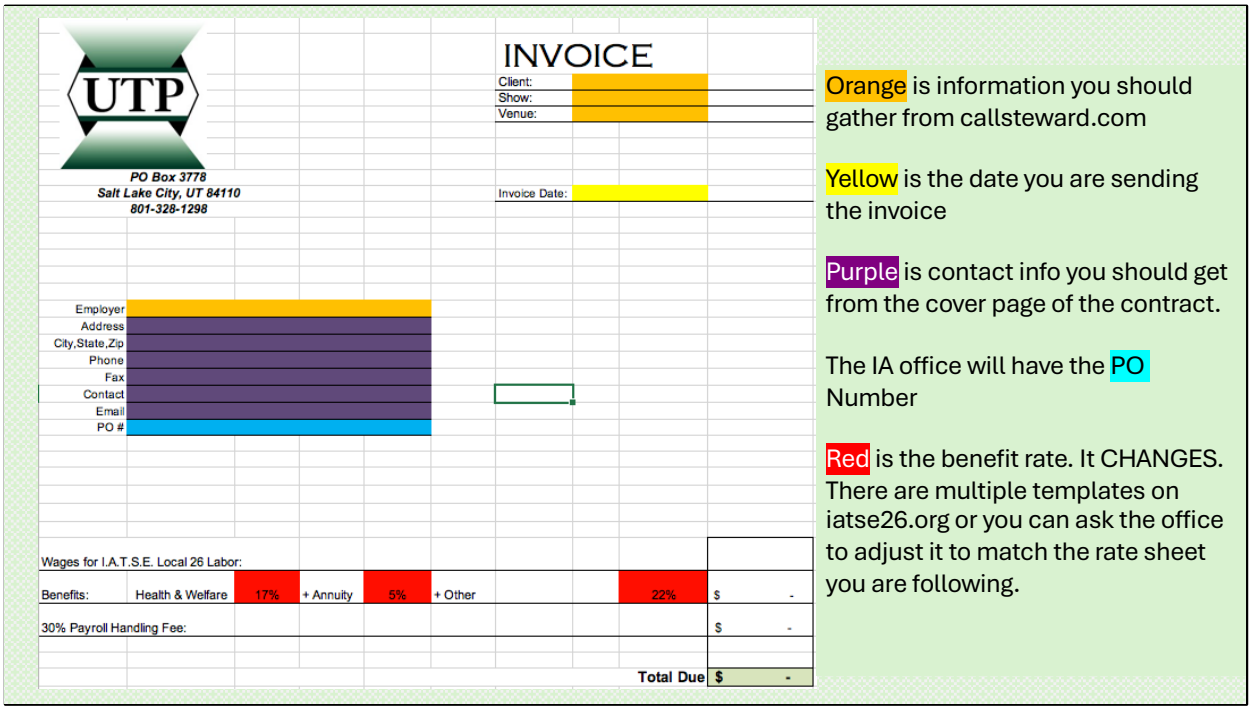
	NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	TOTAL SALARY
1	Stan Sacha	HC																						
2	Carloa Aguilar	HE																						
3																								
4	Andy Berry	Fork/Hand																						
5																								
6	Dave Rexford	Hand																						
7	Andrew Steers	Hand																						
8	Angela Baker	Hand																						
9		Hand																						
10		Hand																						
11		Hand																						
12		Hand																						
13		Hand																						
14		Hand																						
15		Hand																						
16																								
17	Barb Bennett	Loader																						
18		Loader																						
19		Loader																						
20	Megan Vetitoe	Loader																						
21																								
22																								
23																								
24																								
25																								
26																								
27																								
28																								
																						Total		

Submitted By: _____

Approved By: _____

UTP Sign In and Rate page is the same

This information should transfer to UTP Benefits.



If you are using the Other Box, you need to specify that it is for annuity, vacation, Pension, etc.

The Local 26 website has multiple templates for our various employers. If the template you are on does not match the contract you are using, send a note to Shannon.

Benefit and Deduction Worksheet

ATTRACTION:	
VENUE:	
CONTACT:	
PREPARED BY:	
DATE:	

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

	Page 1 NAME	TOTAL WAGES	HEALTH 7 WELFARE 17.0%	ANNUITY 5.0%	OTHER	LOCAL 26 REFERRAL 6%
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
26						
27						
28						
	TOTALS PAGE 1					
			TOTAL BENEFITS			

Have the names carried over from the billing page?

Have the wages carried over from the billing page?

Have the benefits calculated for every person?



Figuero
Figuero
Figuero

UTP Scenario
Figuero Conquers Honduras

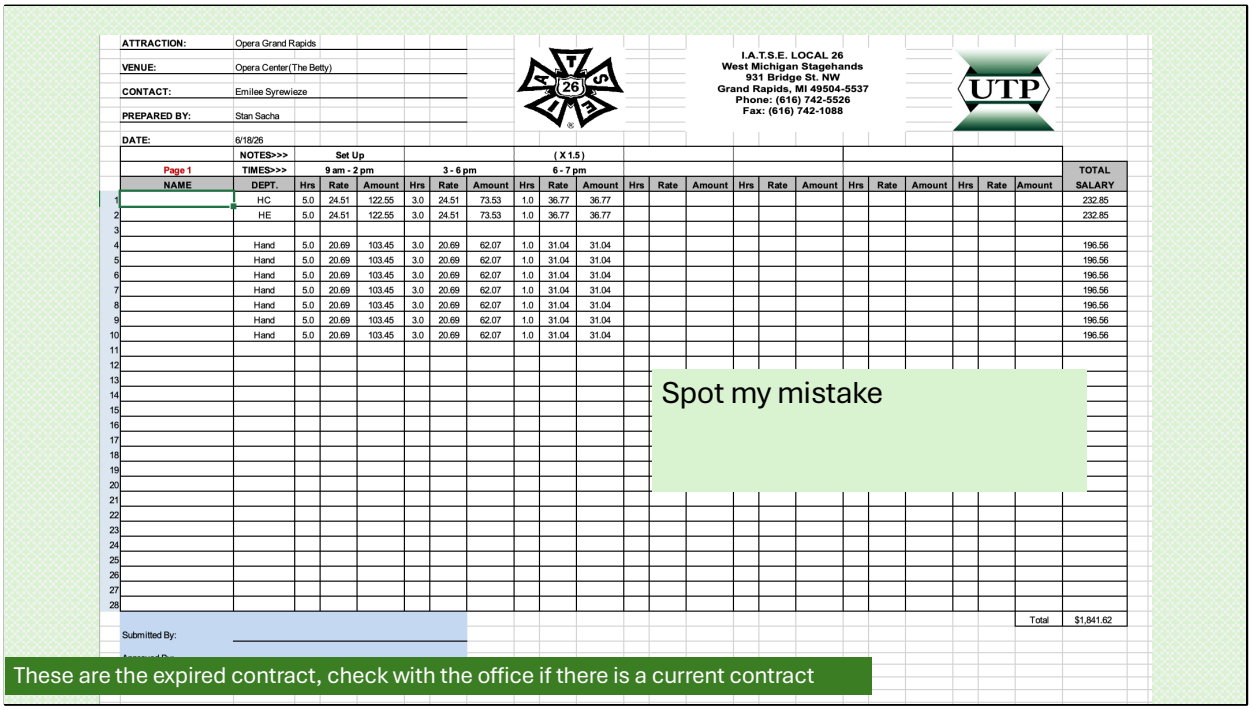
Scenario
Opera Grand Rapids

HC and HE

7 hands

9am-7pm with walk away meal

This is a load in, no show rate to consider



ATTRACTION: Opera Grand Rapids
VENUE: Opera Center(The Betty)
CONTACT: Emilee Syrewieze
PREPARED BY: Stan Sacha
DATE: 6/18/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

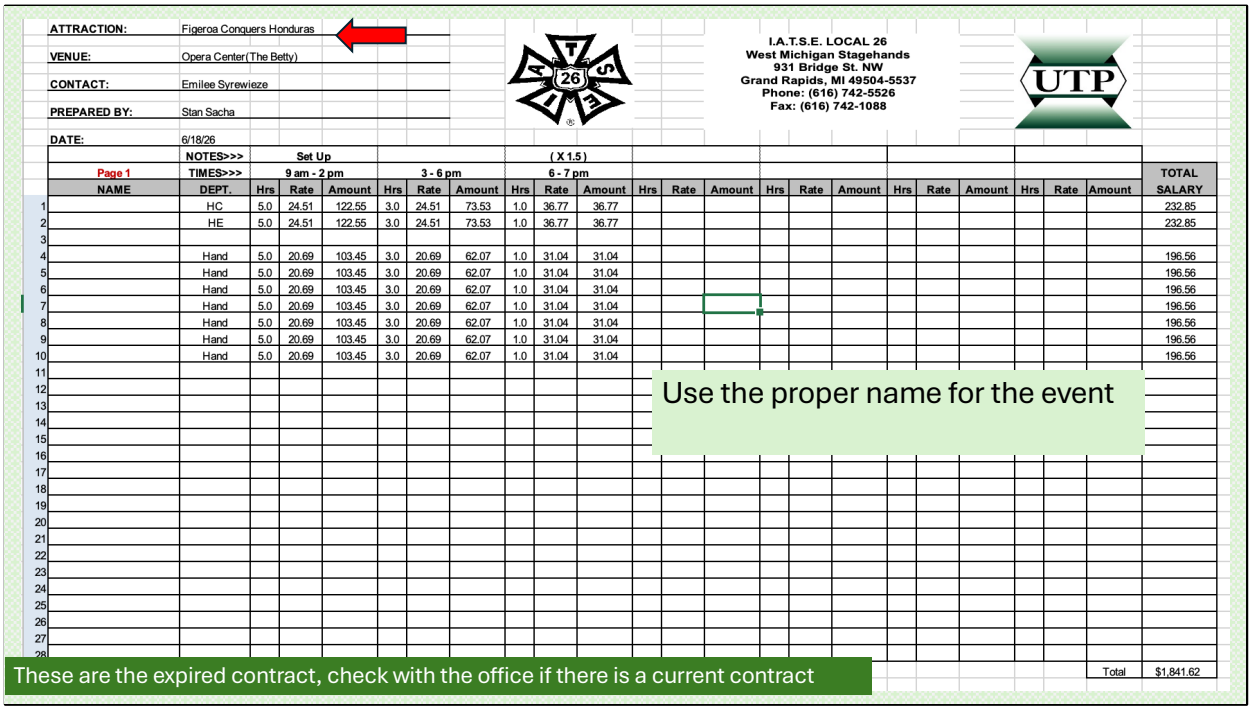
Page 1	NOTES>>>	Set Up						(X 1.5)														TOTAL
NAME	TIMES>>>	9 am - 2 pm			3 - 6 pm			6 - 7 pm														SALARY
	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	
1	HC	5.0	24.51	122.55	3.0	24.51	73.53	1.0	36.77	36.77													232.85
2	HE	5.0	24.51	122.55	3.0	24.51	73.53	1.0	36.77	36.77													232.85
3																							
4	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
5	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
6	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
7	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
8	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
9	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
10	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
11																							
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25																							
26																							
27																							
28																							
																					Total	$1,841.62

Submitted By:

Spot my mistake

These are the expired contract, check with the office if there is a current contract

Negotiations may drag on past the expiration date of a contract. The Local and the Employer can agree to use the old contract temporarily until the new contract is signed.



ATTRACTION: Figeroa Conquers Honduras

VENUE: Opera Center(The Betty)

CONTACT: Emilee Syrewieze

PREPARED BY: Stan Sacha

DATE: 6/18/26

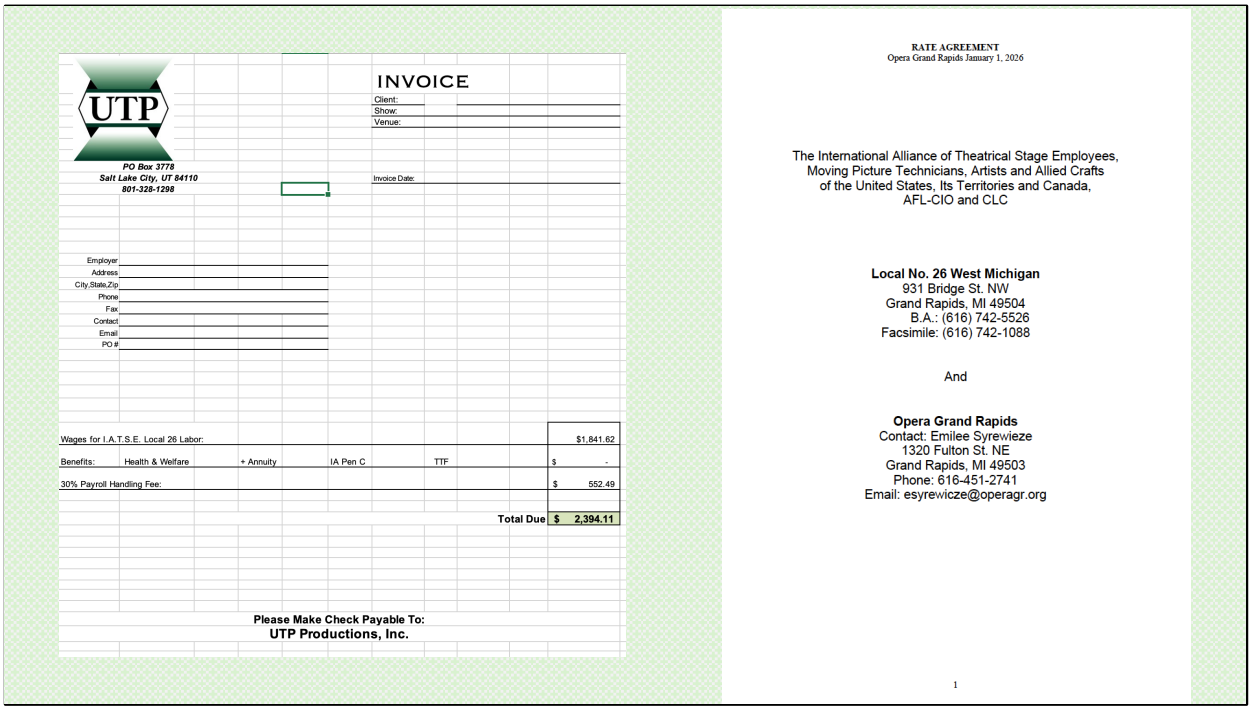
I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

	NOTES>>>	Set Up						(X 1.5)															
Page 1	TIMES>>>	9 am - 2 pm			3 - 6 pm			6 - 7 pm															TOTAL
NAME	DEPT.	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	Hrs	Rate	Amount	SALARY
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2	HE	5.0	24.51	122.55	3.0	24.51	73.53	1.0	36.77	36.77													232.85
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7	Hand	5.0	20.69	103.45	3.0	20.69	62.07	1.0	31.04	31.04													196.56
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26																							
27																							
28																						Total	$1,841.62

Use the proper name for the event

These are the expired contract, check with the office if there is a current contract

Incorrect name of event



INVOICE

Client:
Show:
Venue:

PO Box 3778
Salt Lake City, UT 84110
801-328-1298

Invoice Date:

Employer
Address
City,State,Zip
Phone
Fax
Contact
Email
PO #

Wages for I.A.T.S.E. Local 26 Labor:					$1,841.62
Benefits:	Health & Welfare	+ Annuity	IA Pen C	TTF	$ -
30% Payroll Handling Fee:					$ 552.49
				Total Due	**$ 2,394.11**

Please Make Check Payable To:
UTP Productions, Inc.

RATE AGREEMENT
Opera Grand Rapids January 1, 2026

The International Alliance of Theatrical Stage Employees,
Moving Picture Technicians, Artists and Allied Crafts
of the United States, Its Territories and Canada,
AFL-CIO and CLC

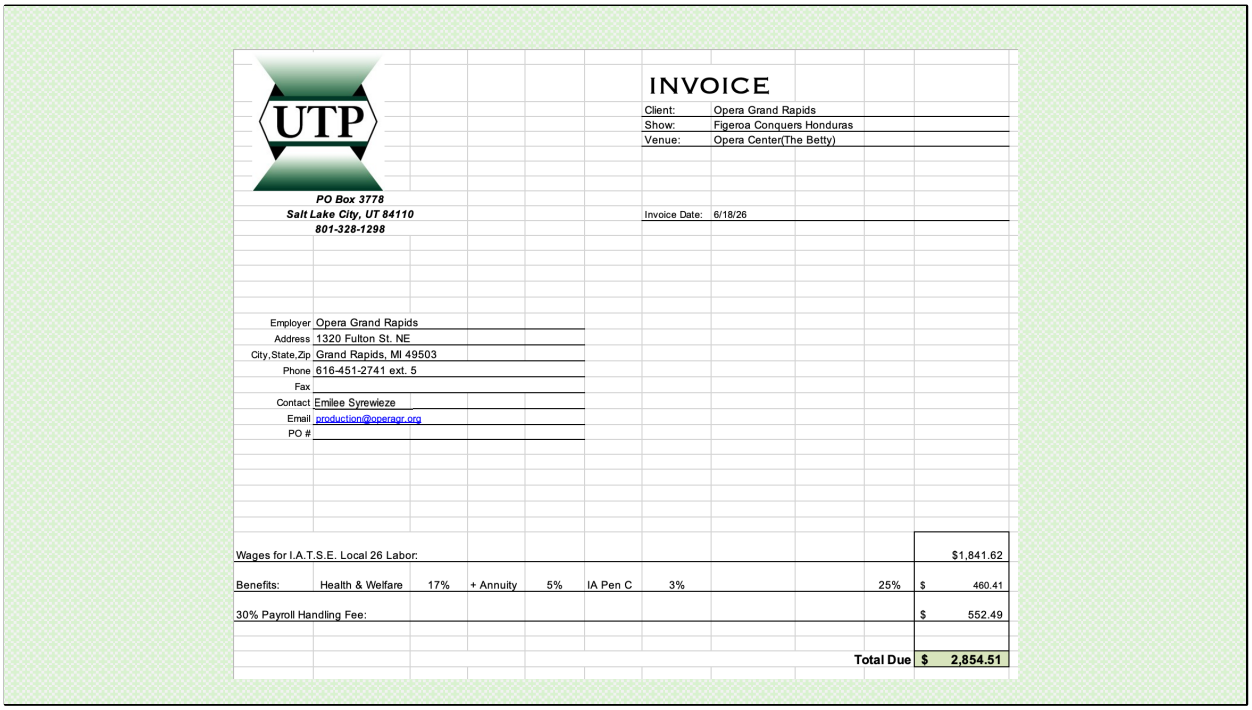
Local No. 26 West Michigan
931 Bridge St. NW
Grand Rapids, MI 49504
B.A.: (616) 742-5526
Facsimile: (616) 742-1088

And

Opera Grand Rapids
Contact: Emilee Syrewieze
1320 Fulton St. NE
Grand Rapids, MI 49503
Phone: 616-451-2741
Email: esyrewicze@operagr.org

1

Missing information? Check the contract



UTP

PO Box 3778
Salt Lake City, UT 84110
801-328-1298

INVOICE

Client:	Opera Grand Rapids
Show:	Figeroa Conquers Honduras
Venue:	Opera Center(The Betty)
Invoice Date:	6/18/26

Employer	Opera Grand Rapids
Address	1320 Fulton St. NE
City,State,Zip	Grand Rapids, MI 49503
Phone	616-451-2741 ext. 5
Fax	
Contact	Emilee Syrewieze
Email	production@operagr.org
PO #	

Wages for I.A.T.S.E. Local 26 Labor:									$1,841.62
Benefits:	Health & Welfare	17%	+ Annuity	5%	IA Pen C	3%		25%	$ 460.41
30% Payroll Handling Fee:									$ 552.49
								Total Due	**$ 2,854.51**

Benefit and Deduction Worksheet

ATTRACTION:	Figeroa Conquers Honduras
VENUE:	Opera Center(The Betty)
CONTACT:	Emilee Syrewieze
PREPARED BY:	Stan Sacha
DATE:	6/18/26

I.A.T.S.E. LOCAL 26
West Michigan Stagehands
931 Bridge St. NW
Grand Rapids, MI 49504-5537
Phone: (616) 742-5526
Fax: (616) 742-1088

	Page 1 NAME	TOTAL WAGES	H&W 17.0%	ANNUITY 5.0%	IA PENSION C 3.0%	IA TTF	LOCAL 26 REFERRAL 6%
1		232.85	39.58	11.64	6.99		13.97
2		232.85	39.58	11.64	6.99		13.97
3							
4		196.56	33.42	9.83	5.90		11.79
5		196.56	33.42	9.83	5.90		11.79
6		196.56	33.42	9.83	5.90		11.79
7		196.56	33.42	9.83	5.90		11.79
8		196.56	33.42	9.83	5.90		11.79
9		196.56	33.42	9.83	5.90		11.79
10		196.56	33.42	9.83	5.90		11.79
11							
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25							
26							
27							
28							
	TOTALS PAGE 1	1841.62	313.08	92.08	55.25		110.50
				TOTAL BENEFITS	460.41	147.33	

Check that the percentages at the top of the columns match the percentages on the INVOICE page

UTP Invoices and
Sign in Sheets
must be sent to:

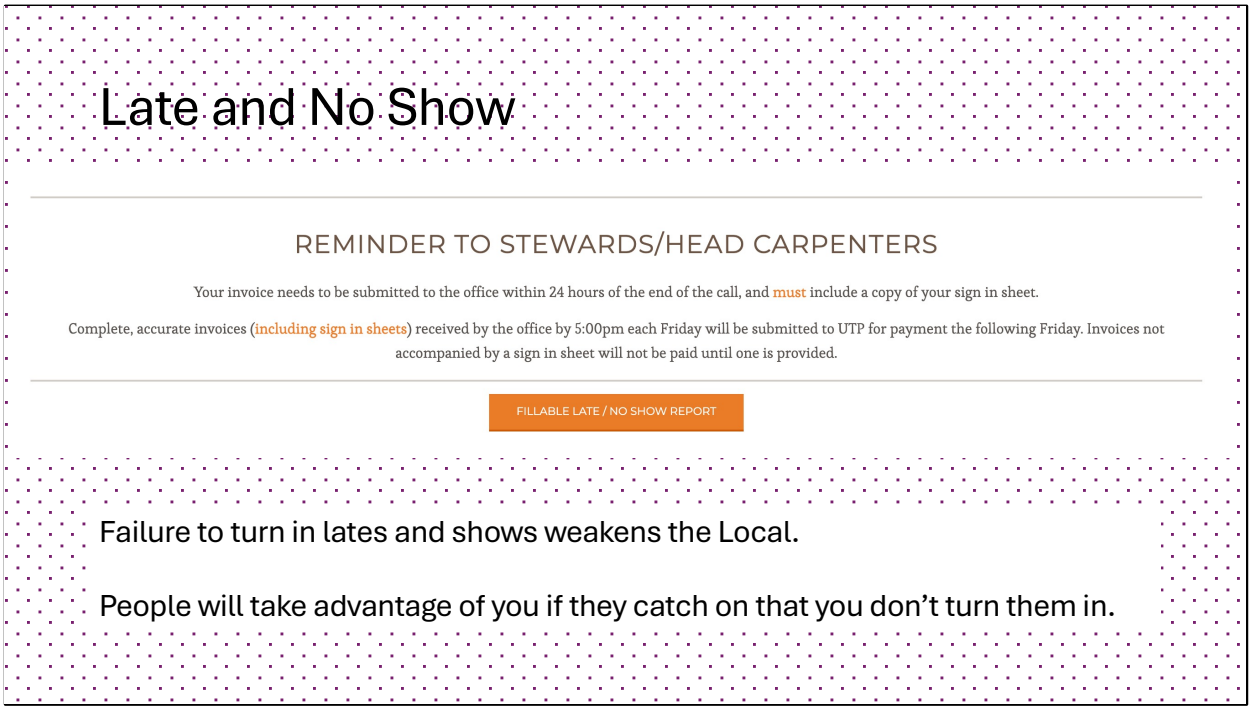
Invoices@iatse26.org

Invoices without Sign In Sheets
will not be submitted for payment

The Office will put the PO number and adjust % if you ask.

You should let them know what needs to be adjusted.

Late and No Show

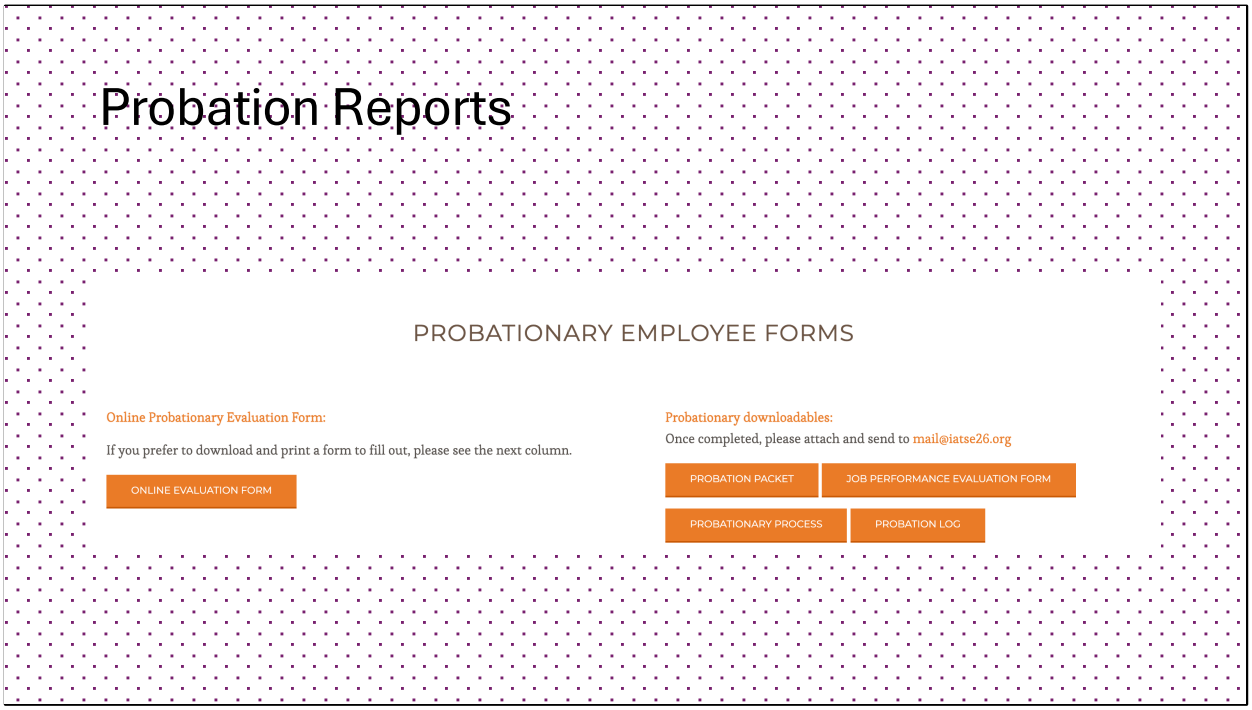


Failure to turn in lates and shows weakens the Local.

People will take advantage of you if they catch on that you don't turn them in.

Very, very Important

Probation Reports

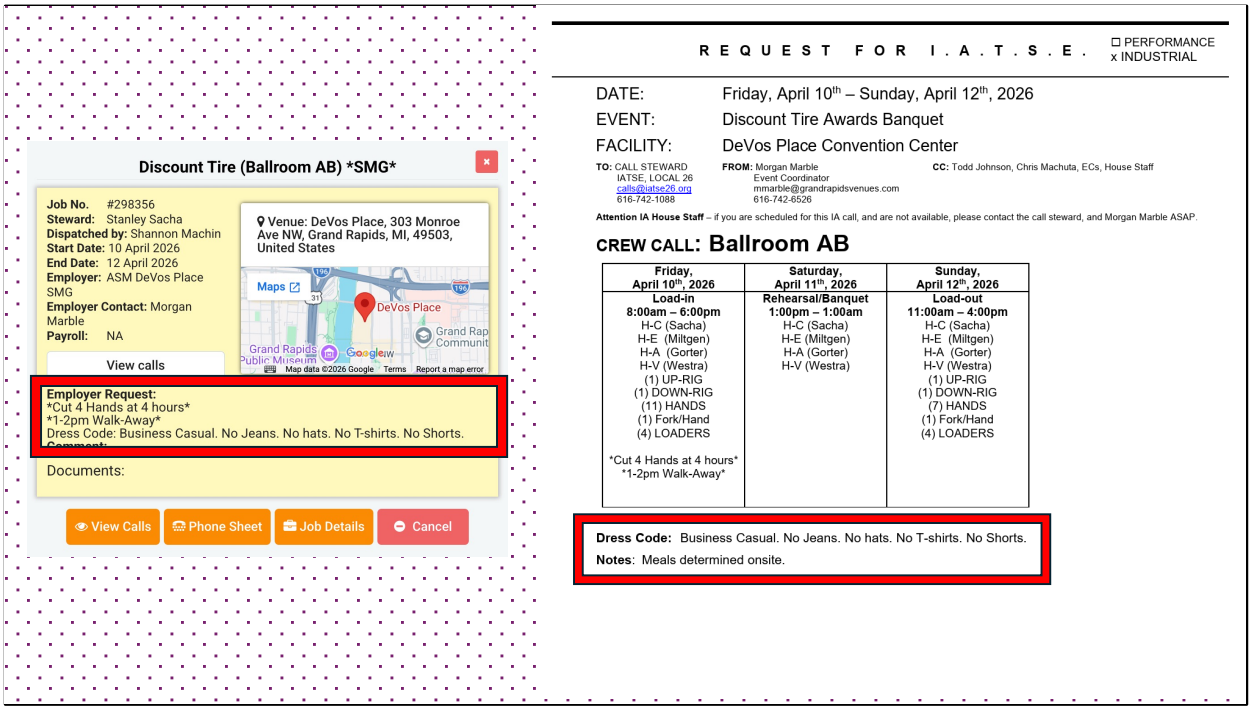


This is how we spot the up an comers and weed out the bad fits

Be fair, judge honestly.

You don’t have to wait to be asked, If people suck let us know

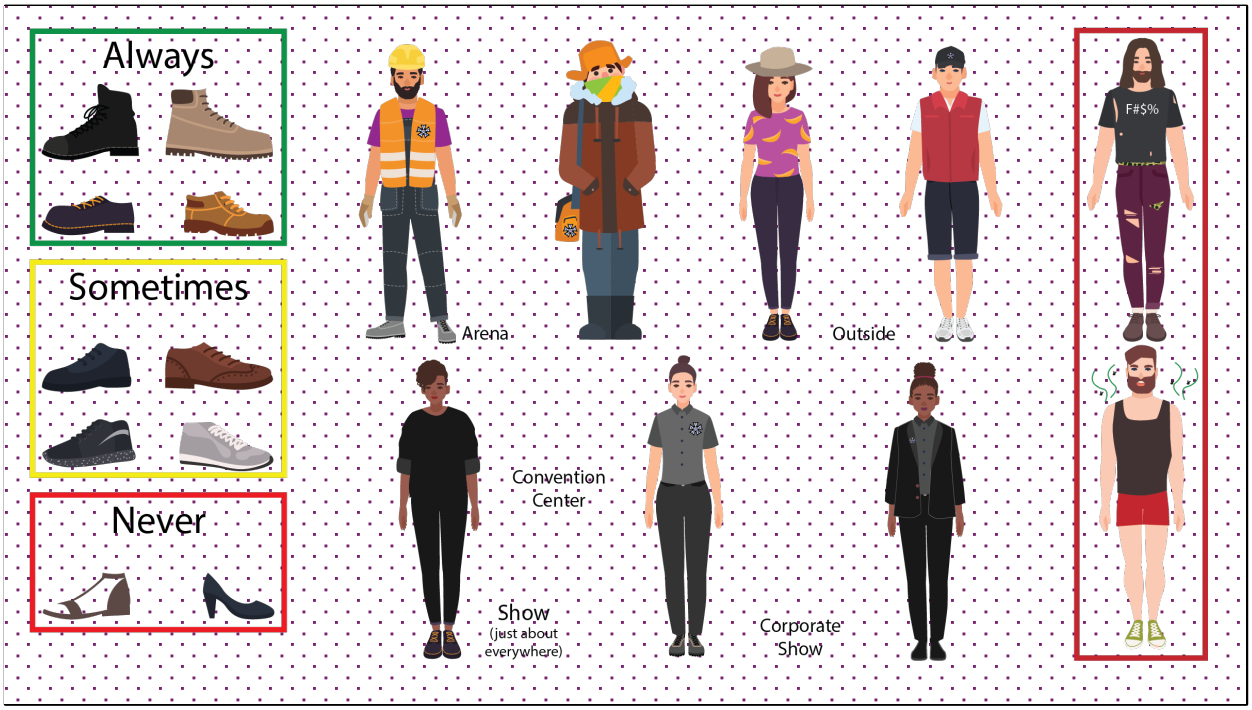
You can pair them with someone else if you don’t have time to watch them.



It is the Employers job to enforce the dress code.

It will be listed on calls.

Sometimes our people need reminders



Shoes can be a safety issue.

We do not let them work in open toed shoes, sandals, or slippers.

We added questions about hygiene and clothing to the probation report for a reason.

How to Report a Safety Problem at Work

1. If the hazard is an immediate danger, first clear others from the area
2. Report hazard to Department Head
3. Report hazard to vendor/ employer on site
4. Report hazard to Local
West Michigan Stagehands Office 616-742-5526
Call Steward 616-808-1892
5. Report hazard to IATSE Safety Hotline

IATSE Safety Hotline:
844 IA AWARE
844-422-9273

We share this at orientation and post it at venues.

Report safety issues or people will get hurt and things will only get worse.

Workplace Behavior



You are not expected to fix everything.

We do ask you report serious issues and let people know the process

https://www.iatse26.org/workplace-behavior/

You cannot send people home. You can only make recommendations to the Employer to dismiss someone.



WEINGARTEN RIGHTS

"If this discussion could in any way lead to my being disciplined or terminated, or affect my personal working condition, I respectfully request that my union representative or steward be present at the meeting. Without representation, I choose not to answer any questions."

If something happens and you do not feel comfortable representing someone through a talk with the employer, that is ok

The E Board and several past Board members have had specific training.

Calling for advice and reinforcements is a good thing.



Updating availability

Updating contact info

Notify us of misspelled name, wrong contact info

Name as appears on Paycheck.

Office can direct you to best person to answer questions

Get a grown up email address for us to provide to employers
Include your name in your email

Helpful courses from the IATSE Training Trust



There are flyers on the office wall for them to sign up

Or go to https://www.iatsetrainingtrust.org/craft-skills

Helpful course on LinkedIn Learning



Course

Teamwork Foundations

LinkedIn · By: Chris Croft · Updated Apr 2024

Learn the qualities of effective teams and the role you, as a team member, play in creating a healthy, productive team.

608,406 learners



Course Popular

Time Management Fundamentals

1h 46m · General · Feb 2022



Course

Anger Management

LinkedIn · By: Marlene Chism · Aug 2017

Remember to sign up for LinkedIn through the Training Trust for it to be free.

When logged into LinkedIn Learning, search for IATSE too see courses recommended by IA Locals.

Thank You for Attending!

Stan Sacha
stan-da-man-ski1@hotmail.com
616-432-0719