

International Alliance of Theatrical Stage Employees® YELLOW CARD FORM PROCESS STEPS

1. At the very **beginning of every tour**, the Head Carpenter should contact the Contracts Administrator, Cathy Wiggins, at the IATSE General Office to request that a **Yellow Card Form** be emailed to him/her.
 - a. **Email:** cwiggins@iatse.net **Phone:** (212) 730-1770 ext. 8215
 - b. This form can also be found on the "Forms" section under the Yellow Card page of the IA Website (or by entering the following address: <http://www.iatse-intl.org/member-resources/yellow-card-shows/forms>).
2. The Head Carpenter of the touring show must **fill out** the Yellow Card Form at the **second tour stop**, as soon as the show is up and running. The form should be **signed** by both the Head carpenter and either an International Representative or a Representative from the Local Union.
3. A reminder email will be sent from the Stagecraft Department of the IA General Office to the Head Carpenter before the end date of the second tour stop.
4. **Return** the completed form, with signatures, back to Contracts Administrator.
 - a. **Email:** cwiggins@iatse.net **Phone:** (212) 730-1770 ext. 8215
 - b. Send the Yellow Card Form as early as possible so that you can view the information as soon as it becomes available.

The completed form will be uploaded to the Yellow Cards page of the IA Website, where Local Union Representatives in the venues in which you perform can view it, and appropriately staff your show. You can view this information by clicking "Yellow Cards", located at the upper right hand corner of the IA Website (or by entering the following web address: <http://www.iatse-intl.org/member-resources/yellow-card-shows>).

Should there be a **revision** to the Yellow Card during the tour itinerary, please complete a new form with the updated information, and send it, with signatures, back to Contracts Administrator.