

## International Alliance of Theatrical Stage Employees® WHITE CARD FORM PROCESS STEPS

1. The Wardrobe Supervisor should contact Contracts Administrator, Cathy Wiggins, to request a White Card Form to be emailed to him/her.
  - a. **Email:** [cwiggins@iatse.net](mailto:cwiggins@iatse.net)     **Phone:** (212) 730-1770 ext. 8215
  - b. In addition, a copy of this White Card form can 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 Wardrobe Supervisor of the touring show must fill out the White Card Form as soon as possible.
3. **This form is intended to be posted to the website, so if you do not wish to have your contact information posted leave those responses blank. (Questions 2b and c and 3b and c)**
4. Email the completed form back to the contracts administrator
  - a. **Email:** [cwiggins@iatse.net](mailto:cwiggins@iatse.net)     **Phone:** (212) 730-1770 ext. 8215
  - b. Send the White Card Form as early as possible so that you and the local unions 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. 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>). There will be a link to a pdf of the completed form listed with the Yellow Card information for your show.