



### *The DGC BC Weekly Availability List*

It has been noted that most Location and AD Departments generally search for PAs on Thursday or Fridays, and we want to ensure they have the proper tools needed to crew for the weekend.

Beginning the week of November 23, 2009, the DGC BC office will be dividing the Weekly Availability List into two lists:

- Associate Member Weekly Availability List

This list will be generated *every Friday* to assist productions in crewing. It will contain the categories of Office Production Assistant, Trainee Assistant Director, Trainee Assistant Location Manager and Production Assistant. The deadline for getting your name on the list via email to [info@dgcabc.com](mailto:info@dgcabc.com) is 9:00 am every Friday, and phone calls will be accepted until 9:30 am. This is a change in procedure, and those PAs who generally leave voice messages over the weekend must be aware that their name will not go on the list until the Associate Member Weekly Availability List is published on the following Friday. Please pay close attention to the voice prompts on the phone system, to ensure you are leaving your name, category and contact information the correct voice mailbox.

- Full Member Weekly Availability List

This list will continue to be published Monday mornings, with Full Member categories of 2<sup>nd</sup> Unit Director, Production Manager, Unit Manager, 1<sup>st</sup> Assistant Director, 2<sup>nd</sup> Assistant Director, 3<sup>rd</sup> Assistant Director, Location Manager, Assistant Location Manager and Location Scout. The deadlines for getting your name on the list will stay the same: emails must be received at [info@dgcabc.com](mailto:info@dgcabc.com) prior to 9:00 am Monday mornings, and phone calls will only be taken until 10:00 am. Listen carefully to the prompts in voice mail, the mailbox will remain the same. Please continue to leave your name, category and contact number.

The [www.dgcabc.com](http://www.dgcabc.com) website will be amended to have both lists posted, and productions will be emailed the lists upon completion.