

**COSTUME G.T.A. RUNNING CREW RESPONSIBILITIES
FOR ALL UNIVERSITY THEATRE PRODUCTIONS/PRACTICUM**

Rev. August 2012

1. Meet with the designer to discuss the costume plot (who wears what and when), quick changes, costume lists, etc., at least one week before the first dress rehearsal. Get the crew list from Jim Peterson.
2. Attend final run through (FRT), Dry Tek, 1st and 2nd Dress Rehearsals (do not leave until the crew has left) of all UT productions, including Mainstage and Inge. The purpose of attendance at the FRT is to become familiar with the production. The purpose of attendance at Dry Tek is to instruct and organize the crew, and to practice quick changes. At the 1st Dress Rehearsal the GTA should show the crew how to do things, at the 2nd he/she should be there to make sure the crew is running smoothly and to answer questions. If there are still problems, attendance at the 3rd and final dress rehearsals may be necessary. In any case, the GTA must be present at dress rehearsals until dismissed by the Technical Director.
3. Instruct the costume crew in the following:
 - a. The organization and distribution of costumes to the actors.
 - b. The emergency repair of costumes.
 - c. The laundering, cleaning and pressing of the costumes during rehearsals and performances; and maintaining the look of each costume, whether pressed, wrinkled, distressed, etc. Schedule laundry duty. Laundry duty must be done by noon of the next performance day.
 - d. The paperwork associated with tek and dress rehearsals and notation of repairs to be done by the costume shop staff.
 - e. Individual costume running responsibilities and the documentation of such, including the assignment of jobs.
 - f. Setting up backstage costume change areas.
 - g. Quick and/or difficult costume changes.
 - h. Costume shop access.
 - i. Health and Safety concerns, including locations of fire extinguishers.
 - j. Backstage dress (blacks) and etiquette. This includes each crewmember's responsibility to the current production. Emphasize that the show, stage manager and actors are dependent on each crewmember, that there is no one else to do their job, and that they are essential and valuable members of the production team. Also emphasize that civility and politeness can greatly mitigate stressful situations.
 - k. Absences by any crewmember are not excusable and must be reported to the Technical Director. The GTA may not excuse any crewmember from any rehearsal or performance.
4. Appoint a costume crew head, if necessary.
5. Monitor the crew's performance during the run of the production by keeping in contact with Susan *and/or* Gail in the costume shop.