

Costume Shop Policies

Reviewed & Revised August 2012

Dear UT Cast Member,

The following paperwork concerns Costume Shop and Dressing Room policies established and approved by the University Theatre. Please understand that these policies were developed in order to maintain artistic standards, a professional setting, and a consistently safe working environment.

The University Theatre Costume Shop Staff are committed to the creation and execution of quality costumes. By following the artistic visions of the Director and Designer, our goal is to produce costumes that help achieve these visions, while at the same time producing costumes that are well made and Actor friendly. In order to achieve this, we work closely with the Designer and Actors in a collaborative manner.

Please help us by respecting University Theatre policies and reading carefully through the following information:

1. Because the build process is sometimes well underway before rehearsals begin, it is vital that you come to the Costume Shop for measurements as soon as you are cast. The Shop is open from 8:30 a.m. to 5:00 p.m., Monday through Friday. **YOU DO NOT NEED AN APPOINTMENT FOR THIS.** Measurements generally take about 15 minutes.
2. Costume fittings may also begin prior to your first rehearsal. Please plan accordingly. It is your responsibility to check the call board frequently (usually daily) for fitting requests. **YOU NEED TO MAKE APPOINTMENTS FOR FITTINGS BY SIGNING UP ON THE FITTING SHEETS.** All fittings will take place between 8:30 a.m. and 5:00 p.m., Monday through Friday.
3. Rehearsal clothing will be provided upon the Director's request. As an Actor you should approach your Assistant Director or Director for such requests and the Assistant Director will notify the Costume Shop. This prevents excessive rehearsal items that may be unwanted by the Director. The Assistant Director will then inform you of the location of rehearsal clothing and the stipulations for their use.

We look forward to a successful production.

Susan Rendall, Costume Shop Manager
Gail Trottier, Cutter/Draper

Costume Fitting Policies

1. Each costume requires at least 1 and up to 5 fittings with 3 fittings being an average. If you have more than one costume you can count on several fittings during the production period.
2. Because up to 5 people can be involved in each fitting, it is vital for everyone to be on time. If you are late you will affect everyone else and your fitting may have to be rescheduled, which is a major hassle for everyone. If you have to miss a fitting (or have missed a fitting), please call the Costume Shop ASAP to reschedule: 785-864-3833 (Gail) or 785-864-3494 (Susan).
3. It is important for us to know of any special requirements for each costume (fast changes, pockets needed, exaggerated movements, posture, etc.) This information may come from you, but it does need to be confirmed by the Designer and Director before we will make any accommodations.
4. Remember to bring and wear appropriate clothing to fittings. If you have agreed to use personal items such as footwear and undergarments, you must bring them to all fittings in order for your costumes to fit properly. Hygiene is also very important. You may be coming to your fitting after a day of classes and exercise. Please be aware of this. Also, please do not wear heavy perfume.
5. Please refrain from unnecessary criticism of a costume. Remember that costuming is a gradual procedure. If you have a concern that the costume is inappropriate, look at the rendering and discuss it with the Director. Keep in mind that the renderings have been approved by the Director and are parts of the whole. We do want to know about concerns, but negative comments are inappropriate and never help any situation.

Dressing Room Policies

- Each Actor will be assigned one locker. This locker is intended for show-related items only. Class-related or personal items will be removed from the dressing rooms at our discretion. If you wish to lock up personal valuables, please speak with your Stage Manager. Hallway lockers are also available for this purpose.
- Return rehearsal items to your locker after each rehearsal. Under no circumstances shall costumes leave the premises (unless directed by the Costume Shop).
- No smoking, eating, or drinking in costume. If you need to do any of these things, bring a robe or smock to put on over your costume.
- The costume and makeup designers have worked long and hard on the look of the show, which is Director approved. Respect their efforts by wearing your costume and makeup as designed.

Actor Responsibilities

- Return your garments to the cages as you found them. Retrieve any garments backstage, onstage, etc. Hang things up nicely/neatly.
- Get out of your costume immediately following the performance so the wardrobe crew can begin their post-show work.
- Repair requests should be written on the repair sheets posted in the dressing rooms. If it is an emergency, notify the Wardrobe Crew immediately. If you feel your costume is not receiving proper care, please speak with Susan or Gail and we will do our best to resolve the problem.
- It is the Actor's responsibility to put laundry into the laundry baskets provided. The Wardrobe Crew will not do this for you, although they can advise you as to which of your costumes may be laundered. Whenever possible, we provide Actors with undergarments that will absorb sweat and can be laundered rather than the outer garment. Please avoid over-washing an item, especially one that has been dyed or distressed. There will also be items that can't be cleaned at all until after the show closes.
- Check your presets at least 5 minutes prior to places. This form of double check has prevented many mishaps.

Wardrobe & Makeup Crew Responsibilities

- Laundry and maintenance, including maintenance of wigs and facial hair.
- Checking in costumes before and after every performance.
- Presetting and assisting Actors with quick-changes.
- Helping actors get dressed, including wigs, facial hair, and complex make-up as needed.
- Maintaining the look of each costume per the designer's and G.T.A.'s instructions, whether pressed, wrinkled, distressed, polished, etc...

Costume Shop Policy
Re: Cigarette Smoking and Perfume/Cologne
Created: May 9, 2013

Any person who spends a minimum of 10 hours per week in the costume shop and is a cigarette smoker, whether an employee or a student, must change into a smoke-free set of clothing before beginning their hours in the shop. A locker will be provided to them to store the clothing. If they are at work long enough to deserve a break and wish to go outside to smoke, they must temporarily change back into their street clothes to do so."

"Any person who spends a minimum of 10 hours per week in the costume shop, whether an employee or a student, will not be allowed to wear perfume or cologne."