

Costume Shop Policies

Reviewed & Revised September 2018

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 performer 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 costume build process is sometimes well underway before rehearsals begin, it is vital that you come to the Costume Studio for measurements as soon as you are cast.
The Costume Shop is open from 8:00 a.m.-12:00 p.m. and 1:00 p.m.- 5:00 p.m. Monday through Friday. **YOU DO NOT NEED AN APPOINTMENT FOR THIS.** Measurements generally take about 15 minutes. Please wear appropriate undergarments; ie, no sports bras for ladies.
2. **Stage Management or the Costume Shop will notify you when you are requested for a fitting and will work with you to schedule a specific appointment.**
3. Rehearsal clothing will be provided upon the Director's request. As a performer, you may approach your Assistant Director or Director with requests and the Stage Manager will notify the Costume Studio per the rehearsal report. This prevents excessive rehearsal items that may be unwanted by the Director. For theatrical productions, rehearsal items are stored in the performer's locker, located in the men's or women's dressing rooms.

We look forward to a successful production.

Jamie Urban, Costume Shop Manager
Gail Trottier, Cutter/Draper

Costume Fitting Policies

1. Each costume requires anywhere from 1 to 4 fittings. 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. If you have to miss a fitting, please call the Costume Shop Studio? ASAP to reschedule: 785-864-3833 (Gail) or 785-864-0122 (Jamie).
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 or 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.
 - Men: It is important that you have a dance belt, compression shorts or brief style underwear for your fitting. Boxers are an unacceptable undergarment.
 - Women: Please, no sports bras. A structured, well supported bra is best. It may be beneficial to have a thong style panty as well.
 - Other optional undergarments: spanx, girdle, compression shirt, binders, etc.Hygiene is an essential part of everyone's routine. You may be coming to your fitting after a day of classes and exercise. Please be aware of this and plan accordingly. Also, please do not wear heavy perfume.
5. Please refrain from unnecessary criticism or comments regarding your 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 Designer. Keep in mind that the renderings have been approved by the Director We do want to know about concerns, but negative comments are inappropriate and deemed unprofessional.
6. Photography of any kind is prohibited in the fitting. Please check with the Costume Designer or the Marketing Department before posting images to social media.

Dressing Room Policies

- Each Actor will be assigned one locker. This locker is intended for show-related items only and therefore should not be padlocked. 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).
- The University of Kansas is a smoke-free campus. Performers should refrain from eating, or drinking in costume. No food or drinks (except water) is allowed in the dressing rooms. If you need to eat or drink, bring a robe or smock to put on over your costume and do this in the green room.
- 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.
- No photography is allowed in the dressing room; marketing or the costume designer must approve any photo posted to social media.

Performer Responsibilities

- Return your garments to 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 Jamie 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 routine 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...