

Department of Theatre and Dance

Costume Studio Guidelines

Fall 2020

This list was created to reduce the risk of COVID19 to the costume studio staff

General Notes:

- When corresponding to the costume studio, please email both Gail (trottier@ku.edu) and Jamie (jamiurban@ku.edu). They will not be in the studio at the same times but will need access to the same information.
- The costume studio capacity is 7 people.
- Please leave all personal effects outside the studio on the shelf provided.
- Please refrain from touching anything that doesn't belong to you unless you are instructed to do so.

For the Directors, Choreographers, and Designers:

- Using performers personal clothes as costumes is preferred.
- In the event that a production will need specific costume pieces (and approved by the designer), they can be requested via email to jamiurban@ku.edu and trottier@ku.edu. Items available for check out:
 - Jacket/Coats
 - Hats
 - Accessories (ties, belts, jewelry, etc)
 - Other items could be considered at the costume staff's discretion
- Minimal alterations are preferred in order to maintain a social distance
 - In the event of a face-to-face fitting, the costumes cannot be handled for 48-72 hours after the actor has worn them and 48-72 hours after they have been handled by costume staff. This will be important when planning your filming schedule.
- NO BUILDS- All items will be pulled/purchased
- No group fittings (this mostly happens with dance)
- No hair or makeup will be available
- You will be notified via email when your items are available for a contactless pick up

For the Performers:

- We will request basic sizes (shoes, pants, shirt, leotard, etc) based on the needs of your character as given by the designer/director/choreographer
- You will be notified with instructions once your items are ready for pick up
- The dressing rooms **WILL NOT** be available for applying makeup/doing hair in order to maintain social distance

IN THE EVENT OF A FACE-TO-FACE FITTING:

- You will be contacted via email with instructions of where to meet. Any face-to-face fittings will happen outside in the courtyard
- You must arrive CLEAN and wearing appropriate undergarments or you will be sent home.
- You must arrive masked and hands freshly washed
- You must leave your personal items in the basket provided
- You will be given a pair of disposable gloves to wear for the remainder of your fitting
- You will then be instructed by costume staff with the next steps