

Costuming

1. Obtaining Costumes
 - a. Make sure to know your budget. It will be used primarily for purchasing costumes and dry cleaning.
 - b. Chris Nilles is very generous in offering us access to department costumes.
 - i. Give her a \$40 deposit (the director's money) to borrow costumes.
 - ii. Make a list of everything that you borrow.
 - iii. You are allowed to borrow anything from the costume collection, but you must get permission to use specific items from the 3rd floor costume shop.
 - iv. If you want to alter any costume pieces, you must get permission from Chris.
 - c. If you're looking for something but cannot find it, ask Chris- if she does not have it, she may know where you can buy it.
2. Design/ Costume Fittings
 - a. Go to the read-through to meet the cast and to start to get a general feel for the plot and the characters.
 - b. Meet with the director to discuss costume designs and the general look of the show.
 - i. All costumers work differently- you might try making sketches, have a mental image and alter it according to the director meeting, etc.
 - c. After pulling costumes, arrange a time for the initial costume fitting with the director (number of fittings at your own discretion).
 - i. If there is a small cast, it may be easier to set up individual costume fittings with each actor.
3. Tech Week
 - a. The dressing rooms should be kept neat at all times.
 - b. Ask the director when you can move the costumes into the dressing rooms (usually the first day of tech week, but not always).
 - c. You may use anything available to you in the dressing rooms, including the iron and washing machine.
 - i. If the production involves fake blood, the washing machine comes in handy, but make sure the bloodied clothing is machine washable.
 - d. Wardrobers are very helpful, especially if a production has a cast of more than 15 actors, and/or if there are multiple costume changes; you are responsible for finding these people.
4. Strike
 - a. All costumes must be machine washed or dry-cleaned.

- i. If you are unsure if an item is machine washable, ask Chris Nilles.
 - ii. Use the washing machine and dryer in the women's dressing room. Note the detergent in the dressing room is not for P&W use.
 - iii. The dry-clean costumes should be taken to Grondin's Dry Cleaners (they do the best job and have the fairest pricing). Also note that Grondin's is closed on Sundays.
- b. All costumes must then be returned to the place where they were found.
 - i. If purchased with P&W money, check with the P&W president about what to do with them.
- c. Dressing rooms must be completely cleaned, cleaner than how you found them.
 - i. Wash the mirrors, counters and sinks.
 - ii. Sweep the floors and stairs.
 - iii. If there are any questions, ask Chris Nilles.