

COSTUME MANAGER DUTIES

Pre-Technical rehearsal Duties

- Attend Company Meeting(s.) (See schedule for dates and times)
- Attend Company Run Through. (See schedule for dates and times)
- Pull, construct, adapt, assemble and otherwise prepare costumes
- Assist Stage Manager and Assistant Stage Manager by providing a list of any quick changes that may be necessary.
- Make a list of every actor, what scene they are in, exactly what costumes they need for each scene.
- Make labels with each actor name on them. Labels should have the actors name and what scene the costume is worn in.
- Make a list of what costumes get hung back stage on hanging racks for faster changes.
- Let the director know of anything needing to be purchased (hangers, hanging racks, make up etc) at the BEGINNING of rehearsals.
- Make a cue sheet to be posted backstage of what actors are wearing and what scene it is worn in. If quick changes are needed, list who is helping that actor with the change.
- Find, make or borrow all costumes for the show. This will require you to go to stores, be creative in making costumes or even calling and picking up costumes from other local theatres.
- Familiarize yourself with Costumes: (may be done during regular rehearsals)
 - Costume List
 - Costume hanging rack placement
 - Specialty Costumes
 - Other costumes
- ALL required costumes **MUST** be complete made and fitted at the theatre **NO LATER THAN** one week **BEFORE** hell week begins.

During Technical Rehearsals and Dress Rehearsals

- Attend all Technical & Dress Rehearsals at assigned call times. (See tech schedule for dates and times)
- Bring:
 - Writing material & implements
 - Small Flashlight (mini-maglight or similar)
- Wear Blacks: (see tech schedule for date usually first or second dress rehearsal) black slacks or jeans, long sleeve shirt (turtleneck, t-shirt or button down) black socks and shoes.
- Preparation of Cue Sheets and Checklists and updating the Show
 - You may be given an updated Costume List and Costume Preset List at start of first Tech or you may have to record all instructions given during rehearsal as they are given and create your own Costume List.
 - You will have to make Costume Run Crew assignments detailing which crew member fills what function for Pre-Show Setup, Production Run, and Post-Show Cleanup of Costumes and Set Pieces.
 - Necessary instructions will be provided by: Stage Manager, Assistant Stage Manager, Scene Designer and/or Technical Director.

- Make updates to the Costume List, Costume Preset List and Costume Run Crew Assignment Sheet immediately prior to, during, and immediately following Tech & Dress Rehearsals.
- Be prepared to provide copies of the current Costume List, Costume Preset List and Costume Run Crew Assignment Sheet to the Stage Manager at final dress or earlier.
- **Duties will likely include**
 - Participating in Pre-Show Setup
 - Supervising Pre-Show Setup by costume crew and trouble-shooting any problems that arise during Pre-Show Setup.
 - Running costume changes during Rehearsal.
 - Supervising and Participating in the Post-Show Cleanup of costumes and make-up

During Productions

- Attend all Performances at assigned call times. (See tech schedule for dates and times)
- Bring:
 - Copy of all updated Costume List, Costume Tracking List, Costume Preset List and Costume Run Crew Assignment Sheet (these should remain in Theatre after dress rehearsals begin)
 - Small Flashlight
- Wear Blacks (as described above)
- Supervise Costume Crew in Pre-Show Setup
- Double-Check to verify all Costumes are preset correctly
- Report completing of Costume Preset Check to & provide Stage Manager with the Costume Preset Check Report immediately following completion.
- Perform all duties as assigned and as recorded
- Take Cues from the Stage Manager or Assistant Stage Manager during run of show
- Supervise and Participate in the Post-Show Cleanup of Costumes and make up.
- Report any breakage or shortage of Costumes or costume supplies to the Stage Manager and Technical Director immediately and devise a strategy for repairing or replenishing the defective or deficient material.

Strike

- Attend Strike (see tech schedule for dates and times)
- Assist in striking Costumes returning items to proper place in storage and identifying those Costumes that must be returned to other individuals, theatre companies, and organizations.
- Assist Stage Manager and Assistant Stage Manager in Striking backstage Costumes.
- Assist Stage Manager and Assistant Stage Manager in Striking make up.
- Turn fair copies of Costume List, Costume Tracking List, Costume Preset List and Costume Run Crew Assignment Sheet in to Stage Manager.
- Check in all costumes and jewelry before beginning strike. The costume manager will have paperwork as to whom things belong. The designer should be present.
- Remove the labels from the accessory bags.
- Return personal shoes to their owners. Spray the insides of shoes with Lysol.
- The manager is responsible for returning borrowed jewelry. Return any actor's personal jewelry to them.
- Help the makeup crew if they need any

COSTUME MANAGER AND CREW:

1. You are responsible for the ironing, cleaning, and mending of all shoes, costumes, hats, jewelry, and costume hand costumes.
2. You need to arrive early enough to have everything but pre-sets done prior to the call time of the actors.
3. The costume manager will provide 2 sets of costume dressing lists and jewelry lists. You will use one prior to the show to make sure everything is on the rack before any ironing or pre-setting takes place. The second is used to make sure everything is back on the rack **NEATLY before** the actors leave.
4. Each actor has an accessory bag (as needed) that is to be used for small non-hangable items and shoes, if possible.
5. Each actor's jewelry should be in a baggie labeled with their name, the contents of the bag, and where those pieces came from. After checkout it is put in the actor's makeup basket.
6. Actors may not leave unless all of them have gotten the ok from the Costume manager.
7. Crewmembers will be assigned quick-changes as required. That crewmember is responsible for pre-setting all items backstage if necessary before the house opens.
8. Always check costumes for loose threads, lint, small tears, etc. Keep shoes shined as necessary. All supplies for costume needs—except the jewelry—are in the plastic drawers or the cabinet in the cubby room.
9. Actors should bring enough socks and t-shirts to have a fresh one for 3 performances/rehearsals.
10. Any special instructions for the crew for ironing or other should be made clear by the costume manager.
11. Take turns with the makeup crew for sweeping the floors and emptying the trash.
12. Actors are required to hang up their own costumes-and clothes-, with few exceptions. The main one is after a quick change. Don't just let something sit and get wrinkled—**hang it up.**
13. Sweep dressing room floors; wipe down countertops make sure trash is in the trashcan.
14. At the end of the performance, make sure everything is checked in and the racks are neat.
15. Actors may not leave until all of their costumes are checked in. They have the best idea where it was left. And may **ONLY** leave the dressing room after the costume manager has given the okay.
16. The director will check the room when the show is over, if anything is left behind it will be the manager and crews job to fix it.