

The Strollers

Community Theatre Since 1932

Costume Chairperson 2014 - 2015

GUIDELINES

1. All bills go to the Producer. Use tax exempt form for all purchases. Consult with Producer for budget and before buying any single item which costs more than \$100.
2. Discuss costumes needs with Director as soon as possible to ensure adequate amount of time will be available for all needs.
3. Obtain script from producer; attend production meeting and initial read-through to assess cast.
4. Get measurements of cast at early rehearsal. Best to measure and not just ask cast to get true numbers.
5. Plan costumes, consult with Costume Chairperson as to what is available in our collection. Organize committee to make, buy, borrow, or rent what is needed.
6. Try costume on cast and alter as needed.
7. If necessary, line up dressers for all dress rehearsals and performances.
8. Work with Stage Manager to organize costume parade.
9. Work with Stage Manager to coordinate and assign dressing room space to cast members.
10. Be prepared with sewing materials for emergency repairs backstage. If needed, wash and iron costumes (e.g. dress shirts) between performances.
11. At strike, collect, wash, or clean costumes as necessary and return them to storage or original owners.