

The Costume Shop and the Actor

Sign up sheets are posted on the call-board in the hall outside the Costume Shop and the Stage Manager will be notified of who needs to sign up for fittings/measurements. Sign up in a timely manner when your name is posted on a fitting or measurement sign up sheet. Show up on time for scheduled fittings. If something comes up and you are unable to make a scheduled fitting/measurement appointment, please contact us as soon as you are aware of the conflict to arrange something else. Having measurements or a fitting delayed for a number of days will often throw off a production schedule.

When you arrange to come to be **measured** for a costume please do not wear your bulkiest clothing and baggiest pants. It is essential that we get accurate measurements. Please wear something that is relatively form-fitting and if you are wearing layers make sure you can take off outer layers and retain your modesty. It is hard to get accurate measurements on ladies in skirts so, ladies, please wear pants for measurements. Also please wear shoes that can easily be removed so that you can be measured in stocking/bare feet.

When you come in for a fitting, though we do our best to respect your modesty, please wear underthings you don't mind other people seeing.

ALL Actors are responsible for having their own BASIC makeup kit, this includes the following:

- Foundation Base that is close to your natural skin tone
- A shade of base that is a few shades darker **and** one a few shades lighter than your foundation base for use as shading and highlights.
- A neutral setting powder
- Lip color a shade or two darker than your natural lip color.
- A cheek color/blush that is similar in tone to your lip color.
- Black or brown eyeliner
- A sharpener for makeup pencils
- A comb and/or hair brush
- Any moisturizer, makeup remover or facial cleanser that you would want other than what the shop supplies. The shop supplies basic soap, water, wash cloths and baby wipes for makeup removal.
- A container/box of some sort, labeled with your name to contain your makeup and all contents of your kit should be labeled individually.
- Any desired hair products other than what the costume shop will provide: basic "extra hold" spray and gel.
- Makeup applicators, brushes or sponges

Basic theatrical makeup kits can be purchased through the Costume Shop for roughly \$15. Street makeup is acceptable as long as it gets the look accomplished. The costume shop will provide any unusual makeup unless it is something that you would like to own for your kit. Though we do have some makeup accessible for your use it may have been or will be used by multiple people. This makes for sanitary issues. If you have sensitive skin or are prone to eye or skin infections make sure you have your own supplies. You should have your makeup kit by first dress rehearsal or by the first scheduled makeup session (usually just prior to tech-week) for which you will be given adequate notice. If you have any questions regarding appropriate makeup these may be addressed to the Costume Shop Manager or the costume Designer.

Please do not cut or color your hair in any way after you have been cast for a role. Your looks have been taken into consideration during casting and dramatic changes may change the desired look. If you need/want a haircut please ask the Costume Designer before doing so. You may also be asked to cut or color your hair. If this is acceptable to you the production will cover the cost within reason. If changes to your hair are unacceptable to you or unachievable you may be asked to wear a wig. Men may be asked to grow/shave facial hair.

If rehearsal costumes are provided it is the actor's responsibility to store these items neatly after rehearsal in the designated storage spot (usually a dressing room).

During a production the actor is responsible for hanging up and storing all of their assigned costume items **neatly**. Costumes take a lot of time and effort to put together and we are asking only that you show respect for those who worked hard for you. Wigs once removed **MUST** be neatly placed on a wig form (PLEASE do not draw faces on the wig forms!)

If there are issues with a costume during rehearsals or a run of a production it must be written down on the costume "fixit list" or mentioned to a wardrobe person. Often, if it is not a visible problem, we may not be aware of it so please make sure someone knows about it.

Please do not try to fix costume problems with safety pins, except in an emergency situation, as they will often put holes in a costume. If there is something that needs a repair during a rehearsal or run, notify a wardrobe person and they will determine whether or not it can be fixed at the moment or rigged to hold until it can be attended to properly.

Laundry will be attended to regularly during show runs and dress rehearsals. Items that you would like laundered please put in the laundry baskets provided. If an item is not washable or you question its wash-ability and it needs attending to, make sure that a wardrobe person is made aware.

All personal items and makeup kits must be stored neatly in the dressing rooms.

As there are usually a large number of people in the dressing rooms at a time, neatness is vital. Please hang up all personal clothing on the racks provided and please make sure that there are no hangers lying on the floor, they are a safety hazard.

At strike of your production the actor's first priority is to get out of costume and hang things up neatly. Then remove all of you personal items from the dressing area so that the wardrobe crew can strike and clean the dressing rooms quickly and efficiently.

Costume shop Phone: x-2759

Regular Costume shop Hours: Monday – Friday 9 a.m. - 3 p.m.

Costume Shop Manager: Mishka Navarre