

Assistant Costume Designer

The Design Process:

- Read the script and take notes.
- Discuss your ideas with the designer.
 - Render or research any individually assigned costumes or garments.
 - Check in to the costume shop daily

Pre-Production:

- Attend pre-production meetings with the director and other design team members.
- If offered, gather design research and then bring a proposal to the costume designer for evaluation and consultation.
- Costume storage is at your disposal, but only once an idea has been approved.

Rehearsal Process/Tech Week:

- You are required to attend production meetings.
 - Give a brief statement about the progress of the show's costumes if asked.
- Keep any assigned costume paperwork up to date and accurate. Paperwork includes but is not limited to:
 - A master costume piece list / plot
 - Quick change plots
 - Check-in sheets
- Attend several rehearsals to determine if the costumes will function properly after watching the show's blocking.
- Ensure that the correct rehearsal clothes are distributed.
 - Talk to the director and wardrobe supervisor about when these pieces should be introduced.
- Attend all costume measurements and fittings as requested by the costume designer or shop manager.
 - Prior to an actor arriving for a fitting, be prepared with all of the requisite costume pieces.

Technical/Dress Rehearsals:

- Ensure that the Wardrobe Supervisor knows which pieces can and should be laundered and how often the pieces need to be laundered.
- During these rehearsals take notes of any problems.
- At the end of the rehearsal, have a meeting with the Costume Designer and Wardrobe Supervisor about costume repairs, quick-change issues, or improperly worn/fitted garments.
- Keep Stage Management informed if you have altered any costumes or quick changes.

Make-Up Design:

- Unless otherwise noted you are responsible for the make-up design for the production.
- Create a make-up plot for the Costume Designer and Wardrobe Supervisor.
- If there are any difficult make-up applications, be sure to have a tutorial with the wardrobe supervisor.

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All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

Role:

Please check all that apply to you:

☐ I am in the THEA 104 class.

☐ I am in the Opera Workshop class.

☐ I am in an Independent study class. The class name is _____

☐ I am a BFA Tech major.

☐ I am a BFA Performance major.

☐ I am a volunteer.

By signing this form, I assert that I have not only read and understood the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 class to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

Signature:

Date: _____