

Costume Designer

The Design Process:

- Determine the production schedule and budget.
- Read the script and take excessive notes.
- Create a costume baseline: Moodboard, sketches, fabric swatches, etc.
- Discuss your ideas with the director.
- Make costume renderings, pull costume pieces, and select the final fabrics to be used.
- Check in to the costume shop daily, to ensure the proper costume construction techniques.

Pre-Production:

- Attend pre-production meetings with the director and other design team members.
- Attend the first read-through of the script.
- Meet with the costume shop manager to discuss and manage your budget.
- Keep accurate and detailed records of all transactions.
- All purchases must be made through the costume shop supervisor and only after consultation.
 - All purchases must be made a minimum of four weeks before the first dress rehearsal in order to ensure their prompt arrival.
- Gather design research and bring a proposal to the costume shop supervisor for evaluation and consultation.
- Costume storage is at your disposal to use as needed.
- Improvisation can be essential to a design nearing its budget.

Rehearsal Process/Tech Week:

- You are required to attend weekly production meetings.
- Give a brief statement about the progress of the show's costumes.
- Keep the costume paperwork up to date and accurate.
- When it is updated, be sure to give copies to the costume shop supervisor.
- Attend several rehearsals as necessary 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 stage manager, director, and wardrobe supervisor about when each costume should be introduced.
- After the show has been cast, coordinate with the stage manager and the costume shop supervisor about having the actors come to the costume shop to be measured.
- Contact the stage manager when you are ready to have actors come in for fittings.
 - Attend fittings as frequently as possible
 - Update the costume shop supervisor with which costume pieces to fit as necessary
- Prior to the first technical rehearsal, provide the wardrobe supervisor with:
 - A master costume piece list / plot
 - Quick change plots
 - Check-in sheets

Technical/Dress Rehearsals:

- Meet with the wardrobe team prior to the first dress rehearsal to go over costumes

- Ensure that the wardrobe supervisor knows which pieces can be laundered and how often the pieces need to be laundered.
- During dress rehearsals take notes of any problems.
- At the end of the rehearsal, conduct a meeting with the wardrobe supervisor and costume shop supervisor about notes, any changes to be made, and any issues that arose during the run.
- Keep stage management and the wardrobe supervisor informed if you have altered any costumes or quick changes.
- Costumes must be finalized on the Monday before Opening Night, with no major changes made after that point.

Make-Up Design:

- Unless otherwise noted you are responsible for the make-up design for the production.
- Create a make-up plot or curate a moodboard for the wardrobe supervisor.
- If there are any difficult make-up applications, be sure to have a tutorial with the actor or wardrobe supervisor.
- If necessary, coordinate and attend hair and makeup trials with actors and the wardrobe team prior to tech week.

Costume Designer Schedule:

This is an example schedule. It will apply to most Longwood productions, but not all.

12 Weeks (84 Days) Out

- Preliminary meetings with director and design team.

11 - 6 Weeks (77 - 42 Days) Out

- Meetings continue. Meetings should include: research, photos, textbooks, concepts, renderings, practical research, etc.

6 Weeks Out

- Last meetings with director to finalize costume concept.

5 - 4 Weeks (35 - 28 Days) Out

- After final casting, speak with stage manager about getting measurements/fittings

3 Weeks (21 Days) Out

- Fittings, as needed. Coordinate with stage management.

2 Weeks (14 Days) Out

- Fittings, as needed. Coordinate with stage management.
- Attend a crew watch (or two) to understand the show, especially quick changes.

9 - 4 Days Out (Monday – Saturday)

- Last-minute fittings and tidying up of costumes.

3 Days Out (Sunday)

- First Dress: Take notes on costumes and quick changes.
- Have a dress parade on stage under full stage light.
- Work to speed up lagging quick changes and adjust costumes, as necessary.

2 - 1 Day(s) Out (Monday – Tuesday)

- Dress Rehearsals: Continue taking notes, although they will hopefully minor

Opening Night (Wednesday)

- All done. Congratulations!

Costume Designer

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 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 understand 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: _____