

# Costume Designer

## **The Design Process:**

- Determine the production schedule and budget.
- Read the script and take excessive notes.
- Sketch, gather fabric swatches, etc.
- Discuss your ideas with the director.
- Render and select the final fabrics to be used.
- Modern shows and mass ensembles must have collage boards.
- 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.
- Meet with the costume design professor to discuss your budget.
- Should you have a costume crew, hold a pre-build/pull workshop for costume shop safety, rules, and tools.
- Manage your budget and ensure that you do not go over the budget.
- Keep accurate and detailed records of all transactions.
- All purchases must be made through the costume design professor and only after consultation.
- Gather design research and then bring a proposal to the costume design professor for evaluation and consultation.
- Costume storage is at your disposal.
- Improvisation can be essential to a design nearing its budget.

## **Rehearsal Process/Tech Week:**

- You are required to attend 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 and stage manager.
- Attend several rehearsals to determine if the costumes will function properly after watching the shows blocking.
- Ensure that the correct rehearsal clothes are distributed.
- Talk to the stage manager, director and wardrobe supervisor about when these pieces should be introduced.
- After the show has been cast, speak with the stage manager about having the actors come to the costume shop to be measured.
- Talk to the stage manager about what would be the best times to schedule fittings.
- Prior to an actor arriving to a fitting, be prepared with all of the requisite costume pieces.
- Prior to the first technical rehearsal, provide the wardrobe supervisor with:
  - A dressing list
  - Quick change plots
  - A master costume list/plot

**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 wardrobe supervisor about what needs to be fixed.
- 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 wardrobe supervisor.
- If there are any difficult make-up applications, be sure to have a tutorial with the wardrobe supervisor.

**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:

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Phone Number:

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Email:

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Production:

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Role:

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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 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 and Opera Workshop classes 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):

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Signature:

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Date: \_\_\_\_\_