

Costume Maintenance Crew

Rehearsal Period:

- First-time crew members must attend a costume shop training session before working in the shop.
- Get the call schedule and any documentation from the Wardrobe Supervisor.
- Complete **4 hours** of work on the show in the costume shop.

Dress Rehearsal:

- You must attend all dress rehearsals and performances at the call time denoted by the Wardrobe Supervisor or Costume Shop Manager.
- Implement all maintenance notes given to you by the costume designer or wardrobe supervisor.

Pre-Performance:

- Prepare the costumes:
 - Remove the laundry bags from the dryer and check that they are fully dried, then distribute to actor stations.
 - Check all costumes for wrinkles; press and steam garments as needed.
 - Perform any maintenance notes as given by the Wardrobe Supervisor or Costume Shop Supervisor.
- You are responsible for any wig styling, preparation, and maintenance.
- Assist with costume check-ins as needed.

Performance:

- You are not required to stay for performances with the exception of costume maintenance emergencies.

Strike:

- You are not required to assist with strike in the costume shop.
 - You may be requested by the Costume Shop Supervisor for work as needed.
- Report to the regular call directly following the final show.

Costume Maintenance Crew

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: _____