

Hair and Makeup Designer

The Design Process:

- The Costume Designer oversees and approves of all Hair and Makeup design choices.
- Determine the production schedule and budget.
- Read the script and take excessive notes.
- Create a Hair and Makeup design baseline: Moodboard, sketches, makeup swatches, etc.
- Discuss your ideas with the Costume Designer and Director.
- Pull wigs, prepare wig blocks, and clean wigs as necessary.
- Check in to the costume shop daily, to ensure the proper wig styling techniques.

Pre-Production:

- 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 Designer for evaluation and consultation.
- Wig 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 not required to attend weekly production meetings.
 - Update the Costume Designer on any Hair and Makeup-related announcements to be made.
- You will oversee all wig work done on a show, including but not limited to:
 - Styling wigs
 - Creating or pulling wig or hair pieces such as cages, hair accessories, etc.
 - Ventilating work
- 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.

Technical/Dress Rehearsals:

- Meet with the wardrobe team prior to the first dress rehearsal to go over hair and makeup design, application, and quick-changes.
- During dress rehearsals take notes of any problems.
- At the end of the rehearsal, conduct a meeting with the wardrobe supervisor, costume designer, 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 wigs, makeup, or quick changes.

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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 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: _____