

Laundry and Maintenance Lead

Rehearsal Period:

- Attend a mandatory Laundry Crew training, scheduled by the Costume Shop Supervisor.
- Assist in creating laundry paperwork as needed.

Dress Rehearsal:

- You must attend all dress rehearsals and performances at the call time denoted by the Wardrobe Supervisor or Costume Shop Manager.

Post-Performance:

- After each performance, perform any restorative costume and wig maintenance that needs to occur.
- Assist with costume check-outs and spray-outs as needed
- All undergarments must be washed daily, along with anything that directly touches an actor's skin, unless otherwise noted.
- Check all garments for handwashing needs and wash according to instructions on check-in sheets
- Tidy the dressing rooms and makeup room which includes:
 - Clean up spilled make-up, throw away trash, wipe up any spills, sanitize all bobby pins.

Strike:

- Lead costumes strike crew in doing all laundry according to instructions on check-in sheets
 - Spray all hats and shoes with Lysol when appropriate
 - Put away all accessories and jewelry
 - Hang and redistribute laundry as it dries
- Tidy laundry room and costume shop while laundry is occurring

Laundry and Maintenance Lead

All students participating in a show must fill out this form. A separate form must be used for each different position held. When complete, return this form to the Costume Shop Supervisor.

Please write clearly and legibly.

Name:

Phone Number:

Email:

Production:

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: _____