

Wardrobe 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.
- It is expected that you complete all shop hours before Opening Night.

Dress Rehearsal:

- You must attend all dress rehearsals and performances.
- Implement all notes given to you by the costume designer or wardrobe supervisor.
- Prior to the first dress rehearsal, discuss quick-changes with the wardrobe supervisor and actors.

Pre-Performance:

- Prepare the costumes:
 - Remove the laundry bags from the dryer and check that they are fully dried, then distribute them 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, or application unless otherwise noted.
- Assist any actors that are having difficulty with their costumes.
- Pre-set costumes backstage and prepare quick-changes as needed.
- Ensure that the noise level in the dressing rooms is kept to a minimum.
- Ensure that no food or liquids (except water) are brought into the green room or dressing room area.

Performance:

- Provide assistance to actors as needed, including but not limited to:
 - Assisting with quick-changes
 - Providing water, lozenges, or sweat towels
- Check that all actors look correct before going onstage

Post-Performance:

- After each performance, perform any restorative maintenance that needs to occur.
- All undergarments must be washed daily, along with anything that directly touches an actor's skin, unless otherwise noted.
- Clean up the dressing rooms and green room which includes:
 - Clean up spilled make-up, throwing away trash, wiping up any spills.

Strike:

- Check in all costumes
- Clean and reset the dressing rooms/green room.
- Assist with laundry as needed

Wardrobe 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: _____