

Wardrobe Supervisor

Rehearsal Period:

- Create a call schedule for your crew.
 - Consult the Costume Shop Supervisor and the stage manager before finalizing this schedule.
- Complete at least **5 hours** of work in the costume shop.
 - First-time crew members must attend a costume shop training session before working in the shop
 - It is expected that you complete all shop hours before Opening Night.
 - You may use your shop hours to create wardrobe paperwork.
- Prior to the first dress rehearsal work with the costume designer and shop manager to create:
 - Costume check-in sheets
 - Quick-change lists
 - The laundry, costume maintenance, and wig maintenance schedule.

Crew Watch:

- Check in with the costume designer and shop manager for notes, things to look out for, etc.
- Time actor entrances and exits as needed

Dress Rehearsal:

- You must attend all dress rehearsals and performances.
- Prior to first dress, discuss quick-change areas with the designer, stage manager, and the technical director as necessary.
- Give dressing assignments to your crew members- work with the shop manager, designers, and directors to find the best places and times for changes
- You and your crew are responsible for minor repairs to the costumes during the run.

Pre-Performance:

- Lead your crew! Go over any notes from the previous performance with your crew members, then delegate the following tasks:
- 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.
- Wig styling, preparation, and application are Wardrobe's responsibility 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:

- Check in with your crew: How was the show? Any notes to pass along to the shop? Any concerns or notes from actors?
- 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.
- Make sure all lights are off and doors are closed before leaving for the night.

Strike:

- During strike, you are responsible for overseeing the cleaning of all costumes and the dressing rooms/green room.

Wardrobe Supervisor

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: _____