

Costume Legacy 2016-2017

By: Syd Harper

1. Read the Play
 - a. Find weather, setting, time period
 - b. Note where specific costumes are mentioned (watches, scarves)
 - c. Denote hidden themes
 - d. Analyze characters specific mood and associate a color with it
 - e. Look deeply for character changes and attempt to incorporate pieces that showcase this

2. Do Research
 - a. Find more background on the key points
 - b. Examine common themes for the time period
 - c. Create a mood board and display it in costume workspace

3. Make Calendar
 - a. Include days of show
 - b. Include due dates for garments
 - c. Include Costume Parade (Consult the Stage Manager to determine this day)

4. Measure Cast
 - a. Attempt to be as accurate as possible
 - b. Always record shoe sizes and if they run a little small or a little big
 - c. Remember to record both character and actor's name
 - d. Try to remove actor from rest of cast when measuring, as not to embarrass them

5. Label the Costume Room
 - a. Write actor's names on divider panels
 - b. Write actor's names on lockers (as many as you can, some will have to use bags on their hangers for their garments)
 - c. Attach a copy of the cast list and calendar to a wall or cork board

6. Release Garment List
 - a. Strive to do this at least a week before they are due
 - b. Have them due about a week before they perform
 - c. Make accommodations for actors who need certain items daily (Ex: dress shoes for a job)
 - d. On list typically include: spanx, camis, white t's, socks, belts, etc.

7. Pull Costumes

- a. Bring the research you did in step 2 when pulling
 - b. Account for problems the costume piece has (Ex: missing buttons, holes)
 - c. Account for the size of each actor
 - d. Account for rehearsal costumes (skirts, corsets, shoes) and have those ready as soon as possible
8. Request Actors to Try-On Costumes
 - a. Attempt to do this when they are not in a scene
 - b. Envision even minor details in costume (shoes, aprons)
 - c. ALWAYS display actor to the directors to get approval
9. Label Costumes
 - a. If costume gets approval, put actor's name on the blue scotch tape and put it on the costume where it is not visible to audience
10. Record all Complications with Costume
 - a. Ask cast what is irritating about costume (itchy, too tight/loose, restricting) and attempt to improve it
11. Determine Costume Changes
 - a. Know what wing of stage they should be placed
 - b. Mark this in script and have it on hand during show
12. Wash Costumes
 - a. Only if completely necessary (huge stains, lice epidemic, smells)
 - b. Sometimes it is okay if they take their costume home and wash it themselves, but always get permission first and record exactly what they took
13. Check Costumes
 - a. Each time before they perform, check each costume and make sure it looks right
14. Set Costumes on Each Wing Before Show
 - a. Place a rack on each side
 - b. Have a list of changes attached to what scene they'll need to be changed for on each side
15. Have Emergency Materials on Each Wing
 - a. Safety Pins
 - b. Tape
 - c. Scissors
16. Strike After Show
 - a. Put all costumes back in storage

- b. Ensure all costume pieces owned by the actor go home
- c. Clean Costume Room
- d. Take down all postings