

## **Appendix C**

### **Costume Crew Member Checklist**

*The first expectation of any crew member is safety.*

#### **General**

Working under the Costume Designer and the Costume Shop Supervisor, costume crew members are responsible for pulling and altering, constructing, or purchasing the necessary costume elements for the current production in a safe and frugal manner. The costume crew is also responsible for maintaining, repairing, and laundering costumes during dress rehearsals and performances. The costume crew keeps the shop clean, organized, and safe for daily operation. There may also be other duties as assigned.

There is a misconception about costume crew. Many people think costumes is the easiest crew that requires the least amount of work or time. This is simply NOT TRUE. Because EVERY character needs a full costume, and because there are always laundry, alterations and repairs until the show is over, the costume crew is often the longest working, highest level of expectation, most stressful crew to which you can be assigned.

#### **Training and Safety**

- Complete safety videos and quizzes online.
- Meet with the Costume Designer to verify that you are trained on all equipment in the costume shop.
- If needed, attend an orientation of the shop so that you know where to find, AND WHERE TO PUT AWAY, equipment and materials.
- If at any time, you are unfamiliar with a machine or procedure in the shop, ask the Costume Designer or faculty member for training.
- For your personal safety, proper shop attire is required any time you are working in the Costume Shop.

#### **Production Meetings**

- Schedule to attend all production meetings.
- Take personal notes relevant to costume crew.

#### **Production Period**

- Get job assignments from the Costume Shop Supervisor. The Shop Supervisor should review drawings or illustrations to clarify any questions or alterations.
- For any and every project, make a list of required equipment, materials, and assistance that will be needed BEFORE you start.
- Notify the Shop Supervisor/Costume Designer of any supplies to be purchased to complete your assignment.
- If any equipment is damaged or not functioning correctly, notify the Costume Designer immediately.
- Check in with the Shop Supervisor daily for any changes.
- When you have completed a project, notify the Shop Supervisor and move to the next project.
- Allow time at the end of every work call to make sure that the shop is organized and clean.

#### **Dress Rehearsals**

- Assist with the organization of all costume elements for the production.
- Check in with the Shop Supervisor daily for any notes from the Rehearsal Report.
- If there is no costume specific assignment, ask the Shop Supervisor to work on another crew as needed.
- After work call, make sure any costumes that were worked on are safe and ready for rehearsal.

#### **Strike**

- Coordinate with the Costume Designer what pieces will be saved, returned, or thrown away.
- Any fabric costumes must be laundered or dry cleaned BEFORE being put into storage.
- Handle, sort, and put away costume accessories, as assigned, in a safe and sensible way.
- All costuming machines, supplies, and materials must be cleaned and put away properly.
- Costume/make-up, dressing areas should be swept and cleaned as part of strike.
- Work on projects as assigned until strike is completed.
- Before strike is over, make sure that the performance venue and the shop are organized and clean.