

Costume Designer

“Clothes make the man. Naked people have little or no influence in society.”

– Unknown

The Design Process

- Determine the production schedule and budget.
 - Read the script and take excessive notes.
- Sketch, gather fabric swatches, etc.
 - Discuss your ideas with the director.
- Render and select the final fabrics to be used.
 - Modern shows and mass ensembles must have collage boards.
- Check in to the costume shop daily, to ensure the proper costume construction techniques.

Pre-Production

- Attend pre-production meetings with the director and other design team members.
- Meet with the costume design professor to discuss your budget.
- Manage your budget and ensure that you do not go over the budget.
 - Keep accurate and detailed records of all transactions.
- All purchases must be made through the costume design professor and only after consultation.
- Gather design research and then bring a proposal to the costume design professor for evaluation and consultation.
- Costume storage is at your disposal.
 - Improvisation can be essential to a design nearing its budget.

Rehearsal Process/Tech Week

- You are required to attend production meetings.
 - Give a brief statement about the progress of the show's costumes.
- Keep the costume paperwork up to date and accurate.
 - When it is updated, be sure to give copies to the costume shop supervisor and stage manager.
- Attend a several rehearsals to determine if the costumes will function properly after watching the shows blocking.
- Ensure that the correct rehearsal clothes are distributed.
 - Talk to the stage manager, director and wardrobe supervisor about when these pieces should be introduced.
- After the show has been cast, speak with the stage manager about having the actors come to the costume shop to be measured.
- Talk to the stage manager about what would be the best times to schedule fittings.
- Prior to an actor arriving to a fitting, be prepared with all of the requisite costume pieces.
- Prior to the first technical rehearsal, provide the wardrobe supervisor with:
 - A dressing list.
 - Quick change plots.
 - A master costume plot

Technical/Dress Rehearsals

- Ensure that the wardrobe supervisor knows which pieces can and should be laundered and how often the pieces need to be laundered.
- During these rehearsals take notes of any problems.
- At the end of the rehearsal have a meeting with the wardrobe supervisor about what needs to be fixed.
- Keep stage management informed if you have altered any costumes or quick changes.

Make-Up Design

- Unless otherwise noted you are responsible for the make-up design for the production.
- Create a make-up plot for the wardrobe supervisor.
- If there are any difficult make-up applications, be sure to have a tutorial with the wardrobe supervisor.

Costume Designer Schedule

<p>12 Weeks (84 Days) Out - Preliminary meetings with director and design team.</p>
<p>11 - 6 Weeks (77 - 42 Days) Out - Meetings continue. Meetings should include: research, photos, textbooks, concepts, renderings, practical research, etc.</p>
<p>6 Weeks Out - Last meetings with director to finalize costume concept.</p>
<p>5 - 4 Weeks (35 - 28 Days) Out - After final casting, speak with stage manager about getting measurements from actors.</p>
<p>3 Weeks (21 Days) Out - Fittings, as needed. Coordinate with stage management.</p>
<p>2 Weeks (14 Days) Out - Fittings, as needed. Coordinate with stage management. - Attend a crew watch (or two) to understand the flow of the show, especially quick changes.</p>
<p>9 - 4 Days Out (Monday – Saturday) - Last-minute fittings and tidying up of costumes.</p>
<p>3 Days Out (Sunday) - First Dress: Take notes on costumes and quick changes. - Have a dress parade on stage under full stage light. - Work to speed up lagging quick changes and adjust costumes, as necessary.</p>
<p>2 - 1 Day(s) Out (Monday – Tuesday) - Dress Rehearsals: Continue taking notes, although they will hopefully be both few and minor at this stage of the process.</p>
<p>Opening Night (Wednesday) - All done. Congratulations!</p>

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All students working on a show must fill out this form. A separate form must be used for each position held. When complete, return this form to Eric Koger.

Name: _____

Phone #: _____

Email: _____

Production: _____

Why do you have this position? (circle one)

I am in the THEA 104 class.

I am a volunteer.

I am in an Independent Study class. Name the class _____

By signing this form, I assert that I have not only read and understand the above contract, but also that I agree to follow and abide by it. I also understand that I will be held accountable for my actions and that my role in the production may be terminated in the case of extreme misconduct.

Signature: _____ Date: _____