

Wardrobe Supervisor

“Know, first, who you are, and then adorn yourself accordingly.”

- Epictetus

Rehearsal Period

- Create a call schedule for your crew.
 - Consult the costume designer and the stage manager before finalizing this schedule.
- Prior to the first dress rehearsal work with the costume designer to create:
 - A dressing list, a quick-change list and a laundry schedule
 - Distribute all necessary portions of this information to the dressers.

Dress Rehearsal

- You must attend all dress rehearsals and performances.
- Meet with the costume designer, costume shop manager, and dressers prior to the first dress to discuss the duties of the wardrobe crew.
- After each dress rehearsal implement all notes given to you by the costume designer.
- Prior to the first dress rehearsal discuss quick-change areas with the stage manager and the technical director.
- You and your crew are responsible for minor repairs to the costumes.
- The costume shop manager and costume designer will assist you with any major repairs.

Pre-Performance

- Have medical and costume supplies accessible.
- Prior to each performance, you must prepare the costumes. This includes:
 - Ironing, polishing shoes, hanging clothes in the appropriate locations, etc
- You are responsible for any wig styling or preparation.
 - Apply the wig to an actor's head.
- Assist any actors that are having difficulty with their costumes.
- Ensure that the noise level in the dressing rooms is kept to a minimum.
- Ensure that no food or liquids (except water) is brought into the green room or dressing room area.

Performance

- Provide assistance to actors as needed.
- Provide assistance to actors with quick changes.
- Perform emergency repairs as needed, use safety pins or quick stitches.

Post-Performance

- After each performance, perform any restorative maintenance that needs to occur.
 - washing, mending, ironing, etc.
- Laundry must be started, prior to cleaning.
- A dresser must come in early the next day to put the laundry in the dryer.
- All undergarments must be washed daily, along with anything that directly touches an actor's skin.
- Clean up the dressing rooms and green room which includes:
 - Clean up spilled make-up, throwing away trash, wiping up any spills.

Strike

- During strike, you are responsible for overseeing:
 - The restoration of pulled garments, cleaning of all costumes, restocking costume

storage and cleaning the dressing rooms/green room.

Wardrobe Supervisor

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: _____