



## Costume Policies

### GUIDELINES FOR COSTUMERS

#### Rehearsal period

Pulling and trying on of costumes should be done in the loft. Don't take unused extra costumes to dressing rooms. Save your back and have the actors climb the stairs.

If there isn't time during a rehearsal to try things on, set a time on your own to meet with actor(s) either before or after rehearsal. Check with your Director/Stage Manager for best times.

Costumer is responsible for being in the loft with actors, and is also responsible for what happens in the loft while they are there. **Actors are NOT allowed in the Costume Loft area without a costumer!** The costumer is also responsible for locking the loft when finished.

#### During run of show

Costumer imparts necessary costume caution and caretaking responsibilities to the actors.

Costumer is responsible for the mending and cleaning during the run of a show. Costumer should provide for mending during a run either via phone or (preferably) in person. Suggestion: post a piece of paper on the Costume Production room mirror and leave costumer's phone number for emergencies or repairs. On each Sunday of a performance, the costumer should put the wheeled laundry basket in the hallway for actors' costumes to be cleaned. The clothes can be washed and ironed during the week and hung in the Costume Production room. The actors should be able to find their own costumes in the hanging area of the Costume Production room. We do not wash actors' personal clothes.

The costumer is responsible for keeping the Costume Production room clean and the sewing area neat. **Actors should not have access to the sewing supplies.** There is one box labeled "Actors: for emergencies," and that is the only box they should use.

**NEVER allow actors in the Costume Loft area without the costumer (even during a show run).**

Make sure actors do not eat in the dressing rooms or the Costume Production room. They should never eat in their unprotected costumes, but drinking water is okay. There are smocks hanging in the Yellow Room that may be worn over costumes while consuming non-messy snacks.

### **Following closing performance**

Show costumers are expected to be at the strike following the show and the Head Costumer will be there also to supervise strike. All costumes should be cleaned, repaired, and put in their proper places the week immediately following a show. If you are not sure where a costume goes, please consult the costume index book in the loft, or call the head costumer. Do not leave costumes in the dressing rooms/Costume Production room longer than one week.

## **COSTUME CHECK-OUT POLICY**

In order to promote goodwill among local theatres, and to develop reciprocal relationships that may benefit the theatre in the future, Cottage Theatre may check-out costumes to other organizations for use in their productions. All costume check-outs need to go through the Head Costumer, and be in accordance with the published guidelines on the next page.

These guidelines include the provision that 5 or fewer costume pieces may be checked out at no charge, and the statement that Cottage Theatre does NOT check-out hats, wigs, or shoes.

If the desired check-out time period overlaps with the run of a future CT production, that show's costumer will be consulted before pieces are loaned.

Furthermore, the following dollar limits shall be in effect until further notice:

- Per piece costume charge shall range from \$5 to \$10.
- Any costume check-out of 100 pieces or more will be charged at a "full show" rate, with a minimum full show rate of \$350.

Exceptions to the above rates may be made at the discretion of Cottage Theatre for reciprocal relationships only. The Head Costumer has leeway and authority to negotiate such exceptions. These arrangements should be communicated to the Executive Director in a timely fashion.



## GUIDELINES FOR COSTUME CHECK-OUT

1. A theatre or school/organization may check out costumes as follows:
  - a. A maximum of 5 costume pieces may be checked-out at no charge.
  - b. After 5 costume pieces, there will be a charge for each costume piece over that number.
  - c. Cottage Theatre does not check-out hats, wigs, or shoes.
  - d. When picking up costumes, please come prepared to carry costumes down a flight of stairs and load them into your vehicle. Cottage Theatre does not supply bins or boxes so bringing your own is recommended.
  - e. All costume pieces must be returned clean, in good repair, and in a timely fashion. If the piece needs to be dry cleaned, there must be a dry cleaner's receipt attached to the costume when it is returned.
  - f. If the costumes are not returned clean, the borrowing organization will be charged the cost of cleaning, and will not be able to check-out again until the cleaning cost is paid.
  - g. If these guidelines are not followed, the organization will be placed on a "no check-out" list.
  - h. Students checking out costumes for school events will be required to give a \$50 deposit. The deposit will be returned in full when the costume is returned according to item e above.
  
2. There will be no check-out to individuals for personal use.