

# Wardrobe Supervisor

## Rehearsal Period:

- Create a call schedule for your crew.
- Consult the costume designer and the stage manager before finalizing this schedule.
- Complete at least **3 hours** of work in the costume shop.
  - Attend the mandatory costume workshop prior to build starting.
- Prior to the first dress rehearsal work with the costume designer to create:
- A dressing list, a quick-change list and a laundry schedule and distribute to the dressers.

## Dress Rehearsal:

- You must attend all dress rehearsals and performances.
- Prior to first dress, discuss quick-change areas with the designer, stage manager, and the technical director as necessary.
- **You and your crew are responsible for minor repairs to the costumes during the run.**

## Pre-Performance:

- Prepare the costumes; ironing, hanging clothes in the appropriate locations, etc
- You are responsible for any wig styling, preparation, and application
- 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.

## Post-Performance:

- After each performance, perform any restorative maintenance that needs to occur.
- Undergarments must be washed daily, along with anything that touches an actor's skin
- Clean up the dressing rooms and green room

## Strike:

- During strike, you are responsible for overseeing the cleaning of all costumes and the dressing rooms/green room.

# Wardrobe Supervisor

All students participating in a show must fill out this form. A separate form must be used for each position held. When complete, return this form to the theatre department head.

**Please write clearly and legibly.**

Name:

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Phone Number:

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Email:

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Production:

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Role:

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Please check all that apply to you:

I am in the THEA 104 class.

I am in the Opera Workshop class.

I am in an Independent study class. The class name is \_\_\_\_\_

I am a BFA Tech major.

I am a BFA Performance major.

I am a volunteer.

By signing this form, I assert that I have not only read and understand the above contract, but I also agree to follow and abide by it. I also understand that I will be held accountable for my actions with repercussions ranging from failing the THEA 104 and Opera Workshop classes to being prohibited from participating in the next show and that my role in the production may be terminated in case of extreme misconduct.

Name (print):

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Signature:

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Date: \_\_\_\_\_