

Costume Master Procedure

2-4 Weeks Prior to Casting Call

Receive character list and script from director. Dream and research ideas for costumes for each character and then meet with directors to discuss plans, to hear their requests and to share your ideas. Go to Valley of the Moon and look through the costume container, setting aside any costumes that could potentially work for the play. Request a budget and receive a prepaid card from treasurer.

Casting Call

Come equipped with notebook and pen. Meet with others who would like to help and plan, distributing tasks and exchanging contact info. Arrange for help the following weekend for sizing and measuring.

1st Weekend of Rehearsals

Arrange with directors to have character groups sent to wherever you will be working and use provided forms to gather contact information and to note down measurements. This is the busiest work weekend and it is ideal to have two to three people measuring. Some people feel very vulnerable when being measured, especially children, so be respectful, slow with your hands and ask permission before taking measurements. Avoid taking measurements which may be particularly uncomfortable, like the inseam, unless it's absolutely necessary for the costume being made.

At this time, discuss their costume with each actor and inform them of any pieces which they need to supply. If they are not able to do this, use costume budget to help. Explain if they will need to do their hair or of any special makeup their costume requires.

Keep in mind which costumes you've set aside and try to assign these during this weekend. Use the bottom portion of the measurements form to note which pieces are being lent and have the actor or their parent sign for them, taking responsibility for their care.

Following 1st Rehearsal Weekend

If sewing, shop for fabric and distribute appropriate fabric to sewing team. Begin sewing!

If not sewing, begin thrifting for needed costume items.

Either way: Keep your receipts!

Subsequent Rehearsal Weekends

Finish measuring anyone who wasn't available the first weekend.

Print, copy and distribute handout regarding care of costumes and give verbal reminders. This is surprisingly necessary.

Continue signing out costumes which you already have.

As you begin completing sewing projects, bring them to rehearsals to fit actors and then sign out when ready.

In last weeks leading up to dress rehearsals, begin to request help for stage makeup.

Dress Rehearsals

Ideally at this point everyone is costumed but this is not always the case. It's ok! Just keep going. The first weekend of dress rehearsals has no audiences so there is a bit of grace there.

Both weekends are a great time to do a practice run for stage makeup, particularly anything tricky. Arrive an hour before the first tour and arrange with director and actors to sit with you and team for makeup and hair. Dress rehearsal weekends will also give you a good idea of how long each face will take and how quickly you need to move. Three people doing makeup is ideal.

Show Weekends

Arrive early, along with your helpers, every show night, for makeup. Be prepared with sewing supplies, safety pins, fabric glue and anything else you might need for repairs. Encourage actors to use supplies to repair their own!

Depending on how many weeks the show will run, about halfway in, begin distributing and displaying the handout regarding costume returns. Give lots of verbal reminders. Receiving as many costumes as possible at the cast party will prevent having to track down costumes later.

Cast Party

Arrive early with your book and set up somewhere comfortable and visible to collect costumes. Consult sign-out form to be sure to receive all pieces and sign form so that we know we have received back all the pieces. Make notations where there are special circumstances.

Create a list of people who did not return their costume so that there is a record of where things are. In the weeks following the play, attempt to receive back these pieces.

Costume form

Name _____

Character _____

Phone Number _____

Email _____



Measurements

Shirt Size _____

Waist _____

Bust/Chest _____

Hips _____

Shoulder to Armpit _____

Waist to Knee _____

Shoulder to Wrist _____

Inseam _____

Neckline to Waist _____

Neck _____

Neckline to Ankle _____

Head Circumference _____

Costume Loan

Valley of the Moon is loaning you a costume for this performance. It is your responsibility to return all pieces of your costume on or before the cast party.

Valley of the Moon pays for costumes and props using donations. Please honor those who donate money and volunteer their time by taking care of your costume and returning it in good condition.

Total number of costume pieces _____, including:

- | | | | | | |
|--------------------------------|---------------------------------|--------------------------------|--------------------------------|------------------------------------|--|
| <input type="checkbox"/> Dress | <input type="checkbox"/> Jacket | <input type="checkbox"/> Vest | <input type="checkbox"/> Shirt | <input type="checkbox"/> Apron | <input type="checkbox"/> Cloak or Cape |
| <input type="checkbox"/> Pants | <input type="checkbox"/> Skirt | <input type="checkbox"/> Shoes | <input type="checkbox"/> Belt | <input type="checkbox"/> Headpiece | <input type="checkbox"/> Mask |
| <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ | <input type="checkbox"/> _____ |

I agree to care for and return my costume in good condition:

Performer

Parent (if under 18 years old)

VOM Representative

 RETURNED to: _____ (VOM Representative) on _____