

## Costume Shop Guidelines

### Access & Usage

- To view our costume stock or meet with the Shop Manager, drop by during Shop Hours or make an appointment. (Please give at least 48hrs notice!)
- Nobody may enter the Costume Shop without the Shop Manager or Prof. Eckelman.

### Sewing, Dyeing, & Alterations

- Some stock costumes may be altered with permission only; others may not. Please ask.
- If you'd like to sew or alter costume pieces for your show, contact the Shop Manager & Prof. Eckelman to discuss your schedule & needs, and (if necessary) sign out a key.
- If an item is damaged or lost, please contact the Shop Manager & Prof. Eckelman.

### Sign-Out, Return, & Laundry

- Costumes must always be signed out by the Shop Manager. Full stop. No exceptions.
- During Strike, all costumes should be signed back in by the Costume Shop Manager.
- Do not re-hang items yourself. The Shop Manager will put them away in the correct spot.
- Costumes will be laundered after your Strike by the Shop Manager. If you anticipate needing to do laundry before then, make arrangements in advance with the Shop Manager

### Wardrobe Needs

- Wardrobe racks, accessory bags, hangers, and hanger dividers are available upon request.
- A wardrobe kit is provided; please tell the Shop Manager if items need to be replenished.

### Dressing Rooms

- SCE shows may move into the 1<sup>st</sup> floor Men's & Women's Dressing Rooms at Load-In.
- Dressing Room availability is not guaranteed; check with the TD re: other GCA events.
- Dressing Rooms must be cleaned at strike. Remove all items from counters, drawers, etc.

### Accessories

- Costume inventory includes: shoes, hats, suspenders, eyeglasses, jewelry, belts, ties, etc.
- The Shop also has a limited assortment of hair & makeup supplies available for use.

### Purchasing, Budgets, & Reimbursements

- Contact Prof. Eckelman for assistance with purchasing. Remember to plan for shipping!
- SCE director/producers are responsible for allocating budgets and tracking expenses.

***Please respect our Costumes, Costume Shop, and Costume Shop Manager.  
This is why we CAN have nice things.***