

COSTUME SUPERVISOR/CREW CHECKLIST

Pre-Production

- Read play
- Clear schedule for Tech/Production Week
- Assist with costume measurements
- Assist with initial costume fittings
- Organize and meet with crew to divide responsibilities
- Set a time and go through costumes at Community Theater
- Meet with each actor/actress to see what they might already own that suits your needs
- Keep a log of where each costume item came from, in order to return them

Rehearsals

- Prepare costume racks for both dressing rooms
- Label costume dividers for each character
- Provide ditty bags for each character to hold jewelry, shoes, etc.
- Purchase panty hose as needed
- Assist with final fittings
- Attend Dress Rehearsals
- Assist Costume Designer and Costume Shop Student Manager in returning costumes to appropriate location

Post-Production

- Wash all costume pieces that belong to theater
- Return costume pieces to rightful owners