STAGE MANAGEMENT AND THE COSTUME SHOP

1. Meet with the Costumer to review established procedures and policies before auditions take place.

2. Provide the Costume Shop and Costume Designer with cast lists as soon as they are available.

3. Provide the Costume Shop and Costume Designer with any cast changes immediately.

4. Arrange for the Costume Director, Costume Designer, Makeup and Hair Designers’ attendance at all production meetings as listed on the departmental calendar.

5. CHECK IN WITH THE COSTUME SHOP DAILY, from the time that the show is cast, through opening. This is to arrange fittings, measurements, report on progress at rehearsals, answer questions about actor/director needs, etc. This enables the SM to perform his/her duties as the communications liaison between the various branches of production. It is possible to do this by phone if it is impossible to stop into the shop during the hours that it is officially open. The parties involved may not always have an immediate need, but it is necessary to check anyway.

6. Supply a list of necessary rehearsal clothes to the Costume Designer. The SM will then check them out and be responsible for their safe return when dress rehearsals begin. Locks are available for dressing room lockers and Stage Managers are encouraged to check one out for storage of rehearsal clothes and props.

7. Check with the Costumer before preparing check-in sheets for tech week and performances to get the names of all crew members. The wardrobe crew is part of the SM’s backstage responsibility. The SM is responsible for posting calls for the wardrobe and makeup personnel. Communicate all calls and CHANGES in calls to the wardrobe and makeup people. Notify the Costume Designer of all changes in calls for dress rehearsals.