COSTUME SHOP

The Costumes Shop is organized to simulate a professional costume shop. This is for the benefit of all involved and provides a realistic representation of what is expected in the professional stage costuming community.

To this end, the following guidelines have been established.

I. SHOP HOURS:

Regular crew hours are: 8am to 5pm Monday-Friday, excluding lunch 12n-1pm, depending on student class schedule.

During push times in the build, crews may be extended or a weekend call may be necessary, you will be warned.

II. SHOP RULES:

For safety reasons, no student should work in any shop or theatre alone. No exceptions. No student may work in any shop unless there is a D & P Faculty member on campus and the student has arranged approval with the faculty member on campus and the supervisor for the shop they are working in. Students found in violation of this policy will be asked to shut down their work and leave immediately. Repeat violations of this policy are grounds for failure of production classes, placement on D&P probation, and removal from the program.

The Costume Shop Manager's desk area is off limits to all students.

Cell Phone use is NOT permitted in the costume shop--EVER.

Any music played in the Costume Shop, excluding use of earbuds, must be approved by all working in the space. Volume should be at a level that is not disruptive and allows for a normal speaking voice. If you choose to listen to earbuds the same rules about volume apply and you must be able to hear someone speaking to you, for questions and possible emergency situations.
Do not stick things in the tabletop that are not project related. Do not write, draw or randomly mark on the tabletop.

When eating or drinking...do not place any food or beverages on any table unless specified by the Costume Shop Manager.

Shoes must be worn in the Costume Shop. Closed toed shoes are required for all wardrobe positions and individuals required to be backstage for whatever reason. This is a safety and hygiene issue. Failure to apply this will lead to a change of grade.

Do not under any circumstances cut metal with fabric or craft scissors, this includes straight pins. It will damage the blades and result in their needing to be sharpened or thrown out completely. Never use anyone’s personal scissors without asking.

All sewing machines and sergers are to be turned off when not actually in use to conserve energy and to keep the bulbs in working order. It is proper etiquette to ask if anyone is currently using the machine you have chosen before working or rethreading it. If you are working at a machine or serger and it becomes unthreaded it is your responsibility to rethread it. Do not walk away or switch to another machine. If you do not know how to rethread it, ask. You are here to learn. Clean up after you have finished working on your machine or serger.

If you need to bring your respirator to crew it will be noted on the crew call. Gloves (provided by the shop) must be used when the project requires it.

You may use the refrigerator but anything perishable left in the refrigerator longer than one week will be removed. There are also drawers available for non perishable food. Please label all food to avoid others mistakenly eating food that isn’t theirs.

The sink located in the back of the costume shop must be kept clean, to avoid bugs and cross contamination with Dying projects. You must wash all dishes used during mealtimes immediately, using only the right side of the sink and sponge available. Keep the microwave clean, it is a privilege to have it.

When a fitting is taking place please refrain from making any comments. The noise level in the shop should be minimum to allow the designer, shop manager and draper to discuss the fitting in progress. Any disruption will result in your being asked to leave. If you are asked to leave that may result in an absence from crew and affect your grade.
When you are finished with a project it is your responsibility to ask for another one. The shop manager is often very busy with the multiple requirements of their job.

Nothing should be removed from the “Show Shelf” without the knowledge of the draper/stitcher to whom is building it or the express permission of the shop manager.

Use of the dye vat and industrial machines is limited to those who have had lessons on proper use and are knowledgeable without supervision. Any students interested in learning about these may express interest to the shop manager or costume designer.

You are responsible for the information listed in the D&P Handbook.

Personal and Crew Time Sheets:

Time sheets should be kept for all crew members. Time sheets should be generated ahead of time indicating the anticipated schedule for each person and then updated daily to indicate the actual time spent. Time sheets should be constantly maintained and show the number of hours worked each week by each member of the crew along with the average number of hours worked each week. At the end of the production, the time sheet can be used to evaluate how accurate we are in anticipating the time needed to complete specific tasks. Of particular importance is that crew members should not be required to work hours above and beyond the hours indicated by their production credit load. As a general guideline, students in production courses should expect 45 hours of crew work per credit hour per semester. It is the responsibility of each student to plan with their crew supervisor to ensure they adhere to these weekly limits as much as possible.

III. CLEAN-UP PROCEDURES:

Clean up will be called at the end of all classes and workday, all work must cease and a thorough clean up of all work areas occur. All are required to participate. For students leaving before 5pm, you are required to clean your station before leaving. This includes putting away fabric, patterns, scissors, pins, other materials used and turning off machines.

IV. SAFETY PROCEDURES:

There are many chemicals, paints, dyes and etc. used in the costume shop. We advise students when face masks, ventilators and gloves are necessary for their protection.
When reaching for heavy boxes located in storage areas use either the ladder or safety step stools provided. Never stand on chairs or stools. The shop is equipped with industrial sewing machines, sergers, irons, grommet setter and dye vat. Before any student is permitted to use any of this equipment they are to have had demonstrations of proper use and be supervised by either the Costume Shop Manager, Costume Designer or specified student with experience. All individuals who work on wardrobe are required to have a walk through of all dressing rooms, stairs and backstage areas. This will allow them to understand the spaces and potential dangers they need to be aware of not just for themselves but also for the actors during shows. All doors that exit the building must be kept closed, not locked, during performances to keep individuals and their belongings safe. We are an open campus and therefore must be aware of the possibility of non theatre people entering our building. Any student staying late to work on a project, with the permission from either the costume shop manager or the costume designer, must never walk home alone. There are rides available to students leaving campus late; call (252) 328-7433 (252-ECU-RIDE)

V. SHOP EQUIPMENT:

Primary Equipment:
- Domestic and industrial Sergers and sewing machines
- Domestic and industrial Irons
- Dye Vat
- Hazardous materials cabinet- Dyes, adhesives, paint,
- Ventilation masks
- Washing machines
- Dryers
- Wig drying Cabinet
- Sewing and cutting tables
- Sewing machine tables
- Wardrobe headsets
- Grommet setter
- Dress Forms (varying sizes)
- Costume Racks

VI. ASSOCIATED SPACES AND THEIR GUIDELINES:

CUTTING ROOM:
When working in the cutting room be courteous to other people who also need the space. With limited work space for cutting fabric it is important to maintain your schedule and make the shop manager aware of your possible absence. Scheduling cutting time is difficult, the workload and production calendar are dependent on it running smoothly. When cutting throw all fabric scraps into the scrap bin, which is cleaned and organized after the show closes. Once cutting is complete, or you are leaving, roll or fold fabric and put it back in its place so others may use the table. Always put scissors, tape measures, rulers, hip curves, etc. back on the hanging mounts located on the side of the interfacing cabinet. When looking through fabric bins, commercial patterns and storage boxes keep the search maintained to one area and put everything back in its organized place. It is of great importance to never take anything off the show rack without permission or without the specific knowledge of which character/actor it belongs to. Many costumes may not be labeled yet, plus we often have duplicate costumes for choruses. The grommet setter, located on the tights cabinet, is a machine with many parts. It is important to keep all parts in their designated drawers. Losing a piece will result in the inability to set grommets of that particular size and cause an expense we not have the funds for.

The CD player in the cutting room is for student use if they desire music. As stated in the Costume Shop rules, music in the cutting room must be approved by all working in the space and must be at an appropriate level that is not disruptive. You may also play music from your phone, ipod etc understanding the same rules apply. When using earbuds make sure your volume is at a level you can still hear someone speaking to you in case of questions or an emergency.

COSTUME STORAGE:

Costume Storage is an area filled with an immense amount of clothing, shoes, wigs, hats, armour, accessories, hair supplies, dancewear and everything in between. It is important to follow the guidelines given by the shop manager and costume designer, also posted on the interior of the storage doors, to keep the storage organized and in working order. Never under any circumstances is it ok to become lazy or indifferent to the point where you put away costumes wherever you wish. There is a system to keep the costumes organized by period, size, style and color. If a student is discovered doing this there will be consequences which may affect their crew grade or trust as a costume major. It is easy to feel overwhelmed by the amount of stuff but having a good firm understanding of its function will increase your knowledge as a costumer. When working in the costume storage you will notice sound distortion. For this reason we do not allow music to be played by individuals working in there. When you are working in storage
make sure the shop manager or another person in charge knows you are in there. It is easy to not be seen or heard and have the lights turned off and door shut on you. If this happens do not panic. It can be a little nerve wracking, just shout and slowly move toward the door. Thankfully no one is ever locked in there as it can always be opened from the inside. Also because it is easy to not be seen or heard all costume students, staff and faculty should be diligent of keeping an eye on storage when the doors are left open. Theft has happened in the past and unfortunately will happen in the future. With everyone’s knowledge and dedication to its upkeep the costume storage will be a well organized and safe place for costumes and students. This will ensure future students and this program will have the benefit of quality costumes built, altered and purchased for future use.

DRESSING ROOMS:

There are six dressing rooms located in the McGinnis Theatre. Two are off stage left and the remaining four are located downstairs, down the hall from the costume shop and near the lighting shop. Because of their distance from the costume shop it is easy for people to gain access to these rooms without permission. They are to be locked at all times unless there is a class, show load-in or performances. This is for the safety of the students, performers, crew and personal items that are often left in the dressing rooms for class or during performances. The School of Theatre and Dance of East Carolina University, faculty/staff and wardrobe crew are not responsible for any lost or stolen items left in the dressing rooms. It is strongly advised not to leave items in the dressing room. There are a limited number of lockers available for student use. If there are any items left in the lockers after the final week of exams they will be donated. Locks will be removed after final exams as well. It is the responsibility of the performers, students and crew to keep the dressing rooms cleaned during class and performances. If you are not directly involved in the running or performance of the show you are not permitted to be backstage, in the dressing room or green room. It is a safety hazard and also an invasion of privacy. Do not ask your family or friends to come to the dressing room before, during or after the performances. There is absolutely NO FOOD or BEVERAGES permitted in the dressing room. The only exception to this rule is water in a closed container. If you require a personal steamer you are responsible for emptying the water out before you leave each night. Any performer who neglects to empty their personal steamer will lose the privilege of having one.

GREEN ROOM:
The green room is an open space for all performers and crew to relax in before, during and after rehearsals, techs and performances. All students involved in the productions are permitted to eat in the green room with the direct knowledge they are responsible for cleaning up their space and are NOT PERMITTED to eat in costume. The noise level must stay at or below a quiet conversation. Any level above this can be heard through the orchestra pit and be disruptive to the performance. Anyone being too loud may lose their right to use the green room. They will also be reported to the stage manager, costume shop manager and show director. It is also a room for storage of costumes, advanced makeup supplies and costume major's lockers. If it is discovered that you have been stealing from supplies left in this room, or any other part of the School of Theatre and Dance, you will be reported to John Shearin, the Office of students rights and responsibility and the ECU Police department.

PLEASE NOTE!

All D&P Students must sign the Declaration List on blackboard by the Friday following Fall Break. No student will receive a grade in THEA 1111-4444 until this document has been signed, signifying that they have read and understand the current year's handbook.