COSTUME SHOP

Wigs, Hair, and Makeup are handled at ECU as part of the costume department and run out of the Costume Shop. The Costume 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:

Monday-Friday 8am to 5pm, Closed from 12n-1pm

II. SHOP RULES:

See Costume Shop rules in Section 06:Costumes

PRODUCTION BOOKS

All Hair & Makeup Designers are responsible for assembling a production book. This book must include contact sheets, measurements, research, calendars, and all possible information needed for producing the wigs and make-up for the show. A production book can be put together in the following manner:

- Contact sheet
- Cast list
- Production calendar
- Measurements
- Scene breakdown
- Script
- General research
- Individual characters
- Budget*
- Production notes
Individual characters can be arranged in either of the following manners:
Arrange principle men and women by alphabetical order according to last name.
Also
include character name.
Arrange chorus & extra men and women by alphabetical order according to last name.

*Your production book must include pre- and post- budgets and a running budget. There are forms in the form section that will help you with preliminary budgets.

The designer must present their production book to their faculty advisor before starting to work on their show in the shop. You must make an appointment with your faculty advisor. Your production book must contain research (period, character, the author's life, the time period the play is set, the time period the play is written, etc.), character analysis, sketches, measurements, directors notes, and be in a complete, organized state before your show is allowed to move into the shop. Your production book must be shown to your faculty advisor before your first meeting with your director. Without a complete production book, you will not be allowed to have fittings, pull wigs, make purchases, or otherwise work on your show. Once your faculty advisor has approved your production book you may begin work in the shop. The designer must have the production book with them at all crew periods. The production book must be handed to your advisor immediately after the strike of the show. In addition, a digital and well organized version of your Production Book, including all of your Make-up pictures must be handed to your faculty advisor for archival purposes.

PRODUCTION MEETINGS

The designer/wig master and show supervisor are required to go to all production meetings. Schedule conflicts must be cleared with stage management and faculty/advisor.

LOAD-IN

The designer/wig master or show supervisor, with crew, is in charge of loading all show supplies into the performance space. You may load in as soon as the shopmanager and costume designer give you the go ahead. The shop manager must approve all decisions regarding workspace.
SHOW CALLS

Acceptable pre-show calls vary. In general, performers are usually called at one hour before curtain. They can be called earlier than that if there is extensive work to be done. No performer may be called earlier than two hours before curtain. A copy of “which actor you need to see when” goes to your stage manager and to the shop manager after the costume designer has approved it. If you must see an actor during dead time (warm up) talk to your stage manager, the performer and the director.

The shop manager and wardrobe crew chief is in charge of deciding on calls for their crew. The designer or shop manager is also responsible for letting their crew know what their call times are. A copy of show and crew calls will be posted on the doors of the costume shop and told to the students at the beginning of the semester. Any conflicts with crew schedule or assignments must be told to the shop manager the first week assignments are announced. No exceptions.

STRIKE

Complete as much strike in the running space as possible. Everything should be sorted in the running space the day of closing. When you return to the shop put everything away. You have maximum three crew periods to complete this. During the interim all things must be stored on your shelf out of the way. If load out needs to be the next day, you must get approval.

Wigs must be washed (this includes cleaning the laces), hung to dry, all facial hair must be cleaned, laid flat to dry, all makeup and styling products must be taken back to their proper places.
III. CLEAN-UP PROCEDURES:

At the end of each work session:

Close and seal all flammable and non-flammable chemicals.  
Properly label and return all chemicals to the safety cabinet.

Additional rules:
Use the least toxic material for each job.

Choose products that don't create a dust, mist, or vapor.  
Wash hands before handling food of any kind. 
Never use utensils and equipment used for makeup or dying work for food preparation.

Should you be running low on any product please contact the shop manager or design assistant in a timely manner so your project or the next show is not held up.  
Do not empty uncured plaster, alginate, etc. into the sinks. Let the material cure and scrape the material into the trash cans.

CLEANUP POLICIES

All project work must end fifteen minutes before the end of crew (projects should go inside a box or a basket before going onto a show or class shelf). All workspaces must be cleaned up, the counters and mirrors must be wiped down, and the floors swept. No one will be allowed to leave crew until everyone has finished cleaning.

CLEANING THE SINKS

Leave nothing in the sinks! All items must be washed, dried, and put away. Do not leave them in the sink to air dry. Sinks must be scrubbed out! Do not leave anything to soak overnight.  
Do not allow plaster particles, alginate, hairpins, or any substance (excluding soap and water) to enter the drains. When finished washing or rinsing wigs, clean the hair from the drain.
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.