

Guidance Document for Costumers of Potomac Playmaker Productions

Purpose:

The purpose of this guidance is to clarify the responsibilities and expectations of Costumers for Potomac Playmaker Productions.

Membership:

If not already a member of the Potomac Playmakers all cast, and crew must become a member to participate in a Potomac Playmakers production.

Responsibilities:

1. Costumers are expected to monitor production/tech Messenger thread and post information about costume/measurements, etc. as needed.
2. Costumers will coordinate with the Director for when to come and meet the cast for measurements and when the cast should bring in personal items for their costumes for review and approval by the Costumer and the Director.
3. Costumers will obtain or create costumes for the show, borrowing or purchasing items as inexpensively as possible. The Director must be notified of the costs of costume purchases for the given production. Costume and supplies are available in the basement of the theater and should be the first place to look for costumes.
4. Costumers should check with other local community theaters to see if unique costume items can be borrowed for a production. All borrowed costume items will be tagged with the name of the person or entity that loaned the item to facilitate return following the last performance.
5. If costume items need to be purchased the Costumer may either notify the Director who will then forward the list of items to the Production Coordinator to arrange for the purchase or, if the purchase within the budget for show, notify the Production Coordinator directly.
6. Costumers will label all costumes for each character/cast member and arrange with the Director for fitting dates.
7. After the show all costumes must be collected, laundered, as necessary, and returned to the Playmakers costume storage area or the party from whom the costume was borrowed. All actors are responsible for removing costume items that are personal clothing.