

ADMINISTRATIVE POLICY

Memo No. 10

Revised September, 2003

COSTUME LOAN POLICY

The principal purpose of the University of Washington costume stock is to aid in the productions of the School of Drama and its classes. Other organizations and individuals will be considered if they fulfill the School of Drama requirements (see below). This accommodation will be arranged around the needs and schedule of School of Drama productions and classes. Organizations requesting access to the costume stock must be in a reciprocal relationship with the School of Drama. They should retain a usable stock of costumes and/or items, which will be available for use by the School of Drama. Also, they must show that the organization will have a permanent individual who will maintain the items during the loan period and will be responsible for their return. If there are any questions about these requirements, the School of Drama reserves the right to deny access to the costume stock.

In general, class work should be thought of as being performed in rehearsal clothes with only a significant costume piece or element to enhance the work, rather than a fully costumed event.

Hours when costume stock will be available to be checked out, viewed, or returned are posted each quarter on the costume shop door. Check often. These hours are subject to change.

Students who check out costumes are on the honor system. Do not check out costumes for your friends or classmates. Use care and consideration when pulling items. If you pull more than one item, put the unused item back in its proper place.

All items are to be returned clean. If an item needs to be dry-cleaned when it is returned, tell the costume shop personnel.

ALL COSTUMES AND ACCESSORIES MUST BE RETURNED IN THE SAME CONDITION AS WHEN THEY WERE BORROWED. NO CUTTING, DYEING, OR ALTERING IN ANY WAY THAT CANNOT BE REVERSED.

The following items are not allowed to be checked out:

PERIOD EYEGLASSES, MONOCLES

POCKET WATCHES

RIDING AND PERIOD BOOTS

LEATHER CLOTHES

PERIOD HATS, TOP HATS, BOATERS

MEN and WOMEN PERIOD SHOES

WIGS (with very few exceptions)

FACIAL HAIR AND MAKE UP

ANY ITEM MARKED NOT FOR CHECK OUT

Replacement arrangements for missing items will be determined on an individual basis.

300, 400, 500, and 600 LEVEL CLASSES

For this class work, you are limited to costume elements, one or two items of importance as defined by the needs of the character. No full costumes. Costumes checked out for a scene are the responsibility of the individual. These items should be listed on the Costume Check-Out form. If complete costuming is required for a scene, speak with the Costume Shop Supervisor to discuss the possibility of an exception.

Returns are the responsibility of the students. Replacement arrangements for missing items will be determined on an individual basis. You may be asked to help with restocking at the time of return.

We encourage the use of personal items whenever possible.

218, 201, EXP, UTS, INDEPENDENT CABARET, AND ECT PRODUCTIONS

In some cases, costumes will be pulled by a designated costumer. If no costumer is available, it is the responsibility of the director to arrange for costumes. The director should arrange a time to meet with the costumer, if available, to compile a list of costume needs for the project. Every opportunity for rack space and accessory bags will be provided. Fittings follow the shop guidelines and times should be checked with the Costume Shop Supervisor or Workroom Supervisor so that no conflicts arise between productions. These designers or directors are responsible for all of the costume items that will be used. These responsibilities include all pulling, striking and the restocking of items; laundry, maintenance during the run and shop cleanup after strike.

No items should be pulled from outside theaters.

While every effort will be made to accommodate the director's wishes, it should be understood that costumes should be simple and not involve elaborate or complex accessories.

Refer to *section 1* for specific items that are not allowed for productions.

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Administrative Policy Memo 10, first established 6/96

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