

Costume Documentation Details Checklist

1. Costume designers are *strongly encouraged* to register for THEA 1300 Spring Quarter; if you can't be in the Studio, make sure you can be 'in the room' for fittings at least *some* MWF afternoons, and attend shop meetings.
2. **Preliminary** designs for faculty review (**due at cycle presentation deadline**) should contain:
 - visuals for each character look (minimum: rough sketches or collage + pertinent research, color palette; finished renderings are preferred)
 - a preliminary piece inventory for each costume (aka the "piecelist")
 - preliminary budget proposal – give it your best shot (we will help you with this as part of the estimation process)
 - sc breakdown/plot chart (indicating all changes, if any)
 - all necessary notes/narrative on design priorities, potential builds, etc.
3. **Final Design Package:** (**due at costume doc deadline - after casting, before break**)
 - Finalized, annotated collage/sketches w/color (and swatches for anything to be built)
 - revised piecelist and **budget***
 - NO costumes will be built without satisfactory materials/specs documentation available at this deadline*
4. **Load In:** Designers provide the shop/wardrobe with an **updated, detailed piece list prior to load-in**, and are present for load-in of their show. A shop presence during tech and dress is required.
5. **Final run docs:** (**due at opening**)
 - Final dressing lists or plot indicating changes (if any)
 - Final piecelist w/ maintenance instructions
 - Any rental paperwork* (*prior approval to rent is required*)

* Since your costume budget is part of total production budget, we will estimate from your preliminary package along same timeline/confer with scenery/tech departments to give you a comprehensive budget & build labor estimate. **HOWEVER: in costuming, CASTING can change things significantly, and there will be a follow-up costume review after casting.** All MTO designs must include swatches by this deadline.

Costume designers are encouraged to schedule an appointment to do a preliminary "look/see" pull between their preliminary and final doc deadlines.

Costume Designers are advised to consider reserving a contingency percentage, and to stay on top of shipping & return costs