

Checklist for Designers:

As already indicated in the handbook, the Costume Designer for Theatre Simpson productions is responsible for communicating appropriately with director and design team collaborators, the costume shop supervisor, and the design faculty advisor throughout the production period. This is primarily accomplished through meetings, presentations and paperwork.

A. “Face-time”

1. Daily: The costume designer is expected to at least check in with shop manager (and draping staff if necessary) every day. Rehearsal reports are generated by stage management and should be reviewed and responded to on a daily basis.
2. Weekly: Regular attendance at weekly production meetings is expected.
3. Periodically: The student costume designer is expected to communicate regularly with their faculty design advisor, and to anticipate key production deadlines in such contacts so that the advisor may remain apprised of the student’s progress in a timely manner. *In any case, it is the student’s responsibility to seek out the advisor through the design and production process.*

B. Necessary design presentations. See your production calendar for scheduling these events.

1. First rehearsal- formal presentation to acting company
2. “Begin build”- presentation to shop, followed by informal cutter/drafter meetings
3. Load In/Dress Parade- present show to wardrobe crew

C. Costume documents. The following is a guide to the costume documents required to ensure the best support possible for student projects. See your production calendar for corresponding due dates.

1. Prelims: to be scheduled within one week of “Design Conception” on your calendar. The prelim package consists of
 - Preliminary sketches, or “roughs”
 - Pertinent research and background materials
 - Scene breakdown
 - Preliminary piece inventory list
 - Preliminary budget breakdown
 - Meet with shop super
2. Finals: see calendar for “Costume Design Due”. The Final Design package consists of
 - Director-approved finished sketches
 - Swatches
 - Working piecelist
 - (Revised budget and/or construction specs- if necessary)
 - Meet with shop super
3. Show bible - see attached table of contents. Due in the shop as soon after casting as possible.

Show Bible Structure Simpson College Department of Theatre Costume Shop

Create a section for each of the following in the front of the bible: Contact list/cast list

Calendar

Scene BD/ Quick change Plot

Measurement cheat sheet

Rehearsal. Reports

Misc. Stage Mgt info

Piece Inventory - compiled as a whole list

Rental

Budget

Notes

Hair

Crafts

Followed by a **section for each performer** organized in this order

1. Head shot/pictures- mount to left side of section divider
2. Sketch and a Piece list for that sketch- repeat for as many sketches as there are. *You may want to punch the sketch on the left side so that the sketch and list are in view together with the list on the right.
3. Fitting notes- most recent on top
4. Any other pertinent research material
5. Copy of current measurement sheet - is always last