

Regent University Production Manual  
Fall 2019-Summer 2020

**Make Up Kit & Wardrobe**  
*(From Regent Theatre dept.)*

**Makeup Kit**

The Regent University Makeup kit is available to students on a checkout basis. See the Resident Costume Designer (RCD) for details. You may email her at: [chill@regent.edu](mailto:chill@regent.edu).

**Wardrobe/Costumes**

1. Director/Producer makes an appointment with the RCD to discuss their needs and comes to this meeting with a list of what they would like to borrow as well as approximate sizes, if available. This list must be written down.
2. When the costume pieces are assembled, a list is made of the items as well as their condition. Copies of this list are made and given to RCD & the Director/Producer.
3. Costume pieces are signed out and a due date is assigned. If the items are not returned on the due date it will result in suspension of privileges in the costume shop for the remainder of the semester.
4. When the pieces are returned, they must be cleaned before being returned to stock.
5. Depending on the number of items borrowed, the RCD will request some assistance from the director or a person of their choosing to wash, mend and return the items to stock.
6. If an item requires cleaning or washing during the shoot or rehearsal period, the RCD must be contacted about how that item can be cleaned. This is especially important for items soiled with blood (stage or real).
7. It is the responsibility of the Director/Producer to return borrowed items to the Costume Shop in reasonable condition. Damage to items will be chargeable if the items cannot be repaired and will be paid out of the production budget or the Director/Producer's pocket.
8. Dry Cleaning services are chargeable to the Production budget (Theatre or Film/Video)
9. If the RCD is not on-site, particularly for film & video shoots, a wardrobe person/running crew must be utilized. That person's contact information must be available to the RCD and adhere to the protocol for running crew.
10. A window of two to three weeks for this process is desirable. Anything less than 72 hours notice to borrow costumes is NOT acceptable.
11. Keys to the Costume Shop will NOT be handed out.

**Laundry**

1. Must be done under the supervision of the RCD or Wardrobe Person.
2. This includes the University's laundry.
3. Personal laundry is not to be done in the Costume Shop.

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**Responsibilities—Wardrobe Personnel (WP) / Running Crew (RC)**

1. WP/RC is responsible for the day-to-day wear and tear on all costumes for assigned productions.
2. WP/RC is required to be on-site during all performances and cover the dressing rooms and assist with any fast changes
3. It is the actor's / stage manager's responsibility to notify the RC of any repairs or damage to their costume. Repairs are to be done as soon as possible.
4. Laundry for each production is done on a daily basis – to be determined by WP/RC
5. WP/RC is responsible for strike at end of show. This means removing all costumes, make-up, wigs & costume accessories from the dressing rooms, laundering all washable items, assembling items for transport to the dry cleaner, returning all items to stock after cleaning at the discretion of the RC.

**Responsibilities—Actor**

1. The actor is required to supply the following for all performances; underwear, T-shirt or bra, black socks or suntan pantyhose. The actor will discuss these items with the RC prior to first dress.
2. The actor is required to furnish their own make-up with the exception of Specialty make-up, such as age or FX makeup effects
3. The actor is required to keep his/her make-up station neat.
4. The actor is required to hang up his/her costume after each performance
5. The actor is required to designate what laundry/repairs needs to be done to their costume to the WP/RC.
6. Costumes will be checked in and out from the Costume Shop before and after each performance. A clipboard will be available to write down repairs to costumes.
7. See the [Costume Form](#) on the Regent Website.