Costume Designer
The costume designer is responsible for the physical appearance of each character, including clothing, accessories, makeup, hair and facial hair.

Responsibilities
• Contact your faculty design advisor at the beginning of the semester to schedule regular meetings
• Familiarize yourself with Design Process Expectations; know all design deadlines
• Read the script several times and develop a list of questions for the director
• Create a collage or other visual expression of your emotional response to the script
• Collect pertinent research; organize it for easy reference
• Make an action chart that includes costume changes
• Generate preliminary sketches, collages, color/fabric palettes, renderings with swatches and other materials to communicate the intent of the design.
• Coordinate hair and makeup designs with the assistant hair/makeup designer.
• Share your schedule with the Costume Shop Supervisor and update it regularly.
• Prepare a design presentation for the cast
• Generate appropriate paperwork including working drawings, build/pull/purchase checklist, and dressing lists; assemble these materials into a “show bible” along with research, action chart, contact information, measurements, etc.
• Follow correct purchasing procedures; keep all receipts and submit them to the Costume Shop Supervisor
• Coordinate rehearsal costumes with the shop manager as necessary
• Pull or purchase fabrics, trims, accessories and garments
• Monitor/participate in the realization of designs; revise designs as necessary
• Participate in all costume fittings
• Coordinate quick change rehearsals if applicable
• Assist with dress rehearsal notes
• Keep a daily log of meetings, fittings and other tasks; include all hours worked

Participation
• Regular meetings with faculty advisor
• First Meeting (Director’s Presentation)
• Design meetings 1 through 6
• Feasibility meeting with Costume Shop Supervisor to discuss resources and build
• Weekly production meetings
• Designer Presentations to the cast (typically at First Read-through)
• Appropriate run-throughs
• Quick-change rehearsal (if necessary)
• All dress rehearsals
• Strike

Any release from these assigned tasks must be approved by the faculty advisor in advance.