

Guidelines for Costumers

1. First time costumers should meet with the costume chair to tour the wardrobe and to learn about the process of costuming for a show (pulling, fitting, returning, cleaning, dry cleaning, etc.).
2. Locate the costumes that will work for your show.
 - a. Use empty racks at the top of the stairs to pull potential costumes for a show. *Do not overload hooks on the aisles with multiple costumes.*
 - b. Use the front rack in the sewing room to hang costumes to be tried on by cast members. (This rack can also be used for back up costumes.)
 - c. Move selected costumes to the rack in the practice room and return rejected costumes to the wardrobe, preferably to the rack or bin where they belong.
3. Move costumes on hangers and in bins/laundry baskets to the theater (dry cleaning bags are available in the event of inclement weather or for vintage garments). You are welcome to take the collapsible rack to the theater if needed.
4. On the final day of the performance, set up a clear return system for the cast in the room just outside the dressing rooms. Clearly label bins, boxes, laundry baskets so that everything makes the trip back to MTG (e.g., shoes, hats, jewelry, ties, shirts).
5. Take care of the costumes before returning them to the racks.
 - a. Launder washable items that have been against the skin (e.g., shirts, blouses, petticoats, etc.).
 - b. Spray vodka on clothes with odor (e.g., underarms of jackets).
 - c. Dry clean vintage clothing.
6. Return the costumes to the racks where they belong. Contact the costume chair if you would like help with this task. *If you have purchased new costumes, leave them on the upstairs racks so the costume chair can decide where they should be located.*