



COSTUMES COORDINATOR

(as of March 2018)

The Costumes Coordinator is responsible for designing, costuming and/or coordinating the actors' costumes for approval by the Director.

- Review proposed budget and makes recommendations
- May borrow, rent or buy:
 - Langham Court gives the SLP a good deal when renting costumes. However they require dry-cleaning before returning them.
 - In exchange, after a production SLP often donates costumes to Langham.
 - Thrift Shops such as St. Aidan's, VOS and Peninsula Players are other sources.
 - Ask the cast members and crew if they have suitable costumes.
 - Dry cleaning expenses will be covered by SLP.
- As costumes are available, show the director for approval.
- Determine if dressers are needed (for quick changes) and schedules accordingly.
- Organize for someone to be on hand during the run to check and maintain costumes.
- Wash and iron costumes in the interval between the two performance weeks, as needed.
- Store costumes prior to and during a production on the costume racks in the dressing rooms.
- Prepare for the costume parade under the stage lights, in sufficient time for final decisions/changes to be made before the final dress rehearsal.
- Ensure that the dressing rooms are cleaned and tidied after the final performance, and that costumes are washed and/or dry-cleaned and returned to where they were borrowed or rented.

Note: Costumes bought by St. Luke's Players remain the property of SLP unless the producer decides otherwise. If actors wish to purchase costumes for their own use, the money will be deposited back into the SLP bank account.