



## Costume/Hair and Makeup To-Dos/Expectations

- Read script - by first design meeting
- Read through the dramaturgy packet if applicable
- Preliminary sketches - 2nd design meeting
- Copies of visual and historical research - 2nd design meeting
- Makeup plot and/or samples for artistic team - final design meeting
- Finished renderings - final design meeting
- Attend every design and production meeting as scheduled
- Presentation for actors ready to go for design presentations - by first rehearsal
- Attend first rehearsal/design presentations - first rehearsal
- Test foundation and/or gather makeup information from actors - first rehearsal
- Coordinate with SM/Director when to take actor measurements
- Take actor measurements
- Collect patterns/initial looks for Director - first production meeting
- Attend designer runthrough - 5 weeks to open
- First fittings - 4 weeks to open
- Calculate and order appropriate amounts of hair/makeup supplies (sponges, wipes (20-25 per actor), hairspray (1 can for every 4 actors), setting spray ( ~.75oz per actor), spirit gum/remover, bobby pins, ponytail holders, etc.) - 4 weeks to open
- Check with actors to see what makeup of their own they can supplement (mascara, eyeliner, brow pencils, etc.) - 4 weeks to open
- Communicate with Gather and the Technical Director about any volunteer needs for costume construction or during dress rehearsals and performances
- Final fittings - 2 weeks to open
- Track all costume and hair/makeup expenses
- Shopping complete - 2 weeks to open
- Attend paper tech if complicated or numerous quick changes are needed
- Attend tech rehearsals if complicated or numerous quick changes are needed
- Plan and lead Hair & Makeup workshop (teach actors how to do their show makeup and practice until they achieve the look you are going for) - 1 week to open
  - Work with Director to set date and time for this
- Coordinate and lead Costume Parade - 1 week to open
- Coordinate with SM and Wardrobe Manager (if applicable) actor call times - 1 week to open
- Attend **all** dress rehearsals and stay after for tech notes as needed
- Attend opening performance
- Check performance reports and fix any issues before the next performance
- Turn in all receipts to Brendan - within one week after opening

(continued below)



- Attend strike after closing performance
- Wash/clean all costume and reusable makeup pieces and return either to Gather or where they were borrowed from - within one week of strike

Gather Repertory does not tolerate racism, sexism, homophobia, transphobia or xenophobia. Production Team Members are expected to uphold Gather Repertory's mission of inclusion and tolerance. If a Production Team Member is no longer upholding this expectation, their position will be under review for termination.

Production Team Members are expected to abide by Gather Repertory's Covid-19 Policy. If a Production Team Member is no longer upholding this expectation, their position will be under review for termination.