



Costume Fitting Protocol and Shop Information

UT Department of Theatre • 206 McClung Tower • Knoxville, TN 37996

Costume Shop • 865-974-2203

Welcome to the Clarence Brown Theatre at the University of Tennessee! We would like to take this opportunity to give you some information regarding the Costume Shop Staff, our Costume Shop Facilities, and our Fitting Protocol.

COSTUME SHOP STAFF

Melissa Caldwell-Weddig – Costume Shop Supervisor

mcaldwe6@utk.edu

The Costume Supervisor is responsible for maintaining all costume stock, materials and equipment used for the construction of costumes. The Costume Supervisor manages all use of costume stock with production needs, rentals and all events. Ensures that show comes in on time, on budget and within the scope designed.

Kyle Schellinger – Cutter Draper

kschelli@utk.edu

The Cutter/Draper is responsible for the patterning, cutting of mockups, fitting, final fabric cutting, construction, and preparation of all assigned production costumes while maintaining the vision of the costume designer within necessary budget and time constraints.

Elizabeth Aaron – Costumer and Wardrobe Supervisor

eaaron@utk.edu

Amber Williams – Costumer and Wardrobe Supervisor

awill113@utk.edu

Costumers stitch and finish all assigned costumes per draper instructions.

The Wardrobe Supervisor heads the Wardrobe Crew and coordinates the care, management and organization of all costumes throughout the dress rehearsals and performances. The Wardrobe Supervisor is responsible for directing and supervising the execution of the Costume Designs for all productions when in the space and through the run.

COSTUME SHOP FACILITIES

The Costume Shop

The Costume Shop is located in the basement level of The Clarence Brown Theater and is most easily accessed thru the north back doors, closest to the corner of Andy Holt Ave and Melrose Place. The parking lot behind the building (Lot 23) is reserved for **Staff Only**. UT Parking Services reserves the right to write citations 24 hours a day, 365 days a year – one parking violation in Lot 23 results in a \$24 fine and left unpaid can impede registration and, ultimately, graduation. Repeated violations will result in towing or booting. The Clarence Brown Theatre will not be held responsible for any parking citations incurred through illegal parking for fittings, rehearsals, or performances.

The basement level Costume Facilities include several large stockrooms, a craft room for dying and millinery work, and a sewing lab/classroom. The craft room provides access to the trap room under the stage and as a crossover to the spray booth in the Prop Shop. Please do not pass through the craft room or classroom while classes are in session, but, rather, find a less disruptive route to the south basement areas using the south basement stairs.

Our professionally staffed Costume Shop is located to the left as you descend the basement stairs. Hours of operation are Monday – Friday, 8:30am – 5:00pm. The Shop phone number is **865-974-2203**. Enter **and save this number into your phone as soon as possible**. The shop can get crowded during the day with our staff and many work-study and lab students. Fittings are generally held in this space, so please be conscious of bags, coats, etc. when you come into the shop for fittings.

Wardrobe/Dressing Rooms/Greenroom

Some productions may require performers to spread out into other dressing spaces.

- **The Wardrobe Room** is located between the Male and Female Dressing rooms for the Clarence Brown Theatre Mainstage. There are locked cabinets containing makeup, hair products, production wigs, laundry supplies, and general wardrobe equipment. Do not touch, take, or borrow anything from any cabinets or counters in the wardrobe room without permission from the Costume Shop Supervisor or Wardrobe Supervisor. The washers and dryers, irons, and steamers in the Wardrobe Room are for use by Costume and Wardrobe Staff only.
- **The Mainstage Dressing Rooms** are large, flexible dressing spaces for Male and Female performers with separate men's and women's bathroom facilities with showers. This space will be used for both Mainstage and Lab productions. Some overlap between productions may occur. Food and drink, besides water, is not permitted in the dressing room under any circumstance. Please keep water in a sealed container.
- **The Carousel Theatre Dressing Rooms** are located in the production wing of the building and connect to the theatre via a narrow hallway. This space has been separated into enclosed Male and Female dressing spaces, each with a separate space containing showers and sinks. Bathroom facilities for men and women are located toward the connecting hallway and are both single stalls. Because of the tight space and lack of greenroom, food and drink are permitted in the front half of the dressing space and only before half hour is announced. Please keep water in a sealed container.
- **The Greenroom** is located between the wardrobe room and the stage left side of the CBT Mainstage. Please keep this room clean during productions and try not to congregate in the pathways from dressing room to stage. This is your space in which to eat dinner or a snack before the show. The Carousel Theatre does not have a dedicated greenroom. Please do not congregate in the hallway connecting the theatre to the dressing rooms.

Counter/Mirror assignments in all three dressing spaces are intentionally pre-planned and assigned before technical rehearsals begin. **Do not move your dressing space.** You will be provided with a tray on which to keep your makeup and personal tokens, allowing for easy moving for cleaning, while bags and personal shoes should be placed under the counter. Keep your space clean and free of clutter. Valuables will be collected by Stage Management during production runs, but **your personal property is your responsibility – thefts have occurred in this building.** The Wardrobe Supervisor for each production will provide more information regarding dressing room protocol and etiquette. Laundry policies change to fit the specific needs of each production, so please consult all posted information.

FITTING PROTOCOL

To correctly integrate your costumes into the production and your performance we rely heavily on fittings. This is the time for the Costume Designer and Cutter/Draper to perfect the fit of each costume piece and requires a great amount of time and patience. Here are just a few things to remember.

1. Fittings are scheduled via your UT E-mail account by Stage Management or the Costume Shop Supervisor. SMs use your online free/busy schedule from your utk.edu calendar to schedule you. **PLEASE KEEP YOUR OUTLOOK CALENDAR UP TO DATE.** You will receive an email with the details of your fitting date/time. Accepting the invitation will add the fitting to your calendar. If there is an issue with your fitting time and/or

date, please respond and notify Stage Management **as soon as possible. Remember to check your UT EMAIL DAILY.**

2. Arrive to your scheduled fitting **on time**. If you arrive early please wait upstairs in the green room until your scheduled time. The shop does not have any waiting room space. If you are going to be more than 5 minutes late to your fitting, please call the Costume Shop (865-974-2203). If you are more than 10 minutes late, your fitting may be rescheduled, as some days are very tight with back-to-back fittings. Any late and/or missed fittings will be reported to Stage Management and Jed Diamond.
3. Fittings are generally held in the Costume Shop, with all changing of clothes behind privacy curtains. Some productions may have alternate fitting locations, which should be noted in the fitting invitation.
4. We try to schedule fittings for no more than an hour, with a 45-minute call as our average. If you have many costumes for a given production, we will need you to change quickly and efficiently.
5. Please keep the fitting area clear of all personal items including personal shoes and clothing - place them neatly below the hanging rack in the fitting area. The Costume Designer and Draper need full access around you during the fitting and personal possessions can be a tripping hazard.
6. Performers will provide appropriate undergarments for their fittings. For Women, please wear a full coverage panty and a correctly sized bra **without** extreme padding (no sports bras!)*. For Men, please wear briefs or boxer briefs (no boxer shorts!). Questions regarding proper undergarment sizing should be addressed to the Costume Shop Supervisor and/or the Cutter/Draper. If you are unable to wear these garments during the rest of your day, please bring them to your fitting and change into them. Be aware that it is not possible to fit most costumes over sports bras or bulky boxers and we will not provide options from stock. If specialty underwear is required for your costume, we will provide it. Socks and undershirts for Men will always be provided. Inappropriate undergarments may result in a re-scheduled fitting and will be reported to Stage Management and Jed Diamond.
7. Be conscious of personal hygiene and wear a light deodorant never a heavy white antiperspirant, as it may stain the costumes. Removable dress shields will be added to lady's costumes on request.
8. The Costume Designer and/or Cutter/Draper will advise performers as to what garments to put on and in what order. Please, do not try to skip ahead.
9. During the fitting, please hang everything up neatly as to keep the space clear. After your last garment has been fit you are free to change into your own clothes and go on with your day! We will keep track of the time to make sure the fitting doesn't go past your appointment. There may be time left in your fitting that we don't use, but please don't linger in the shop!
10. We enjoy chatting and getting to know the performers that we work with, but please remain aware that sometimes we need silence in the room. Also remember to stand still and relaxed – don't move about as the draper pins and cuts, as both you and the draper can be injured. We may ask you to walk, sit, kneel, roll around – anything that you might be doing on stage – feel free to notify us if you have any particular movement needs.
11. This is your chance as the performer to get a feel for your costumes and get excited for dress rehearsals! We need your cooperation and communication: tell us if you need pockets or knee pads; if you feel that something is too tight or too loose and may impede your movement. We may take the opportunity to talk through all your costume changes to determine your track and if any garments need to be quick rigged for fast changes.

* If performers have questions regarding proper bra/underwear sizing, please contact the Costume Shop Supervisor.

HAIR AND MAKEUP

When you are cast in a production, you may not cut or dye your hair, or drastically alter your appearance in any way without consulting the production's Costume Designer and the Costume Shop Supervisor. If you are working at a summer theatre where they require a drastic cut or color change to your hair, please notify the Costume Shop Supervisor as soon as possible. Most productions will require separate hair and makeup fittings. Here are some things to keep in mind concerning them.

1. Hair and makeup fittings are generally held in the Clarence Brown Mainstage Dressing Rooms. If in doubt, report to the Costume Shop 5 minutes before your appointed time and we will direct you where to go.
2. Performers should be prepared to provide their own basic makeup. If specialty makeup is needed, it will be provided for you and kept at your dressing station during the run, then returned to wardrobe during strike.
3. If you have any tattoos that may appear while in costume it is **your responsibility** to cover it with appropriate stage makeup tattoo cover **at your own expense**.
4. Arrive to hair and makeup fittings with clean hair in its natural state. That means dry and un-styled.
5. Men may be required to shave during hair and makeup fittings. We have a limited supply of disposable razors and shaving cream. If you are particular about your shaving products, please come prepared with your own.
6. We will aid in wig prep if a wig is to be worn. Please to not handle wigs unless directed to do so during your fitting. They are delicate and expensive.
7. If a production requires dyed or cut hair, the theatre will pay for it or provide an in-house hair stylist. Dye and Cut jobs may require separate fittings, and travel time to a salon.
8. Once a hairstyle is locked after fitting, do not do anything to alter your hair – no cutting or dying – until the close of the production.

COSTUME PROTOCOL

During the rehearsal period, you may be issued specific rehearsal garments. Please take care of these and help stage management keep track of where they are stored from rehearsal to rehearsal. We will attempt to provide shoes as early as possible. Keep track of these as well and take care of them. Requests and questions about rehearsal items and shoes should be communicated to Stage Management for inclusion in the Daily Rehearsal Report.

During dress rehearsals and the run of productions, please remember that the following are not permitted:

1. Do not eat or drink in costume (water is permissible, but please be careful as even water can spot and ruin silks and other fine fabrics), unless the costume is fully covered with a robe.
2. Do not smoke in costume...even with a robe.

Please be considerate of the wardrobe crew by hanging clothes correctly and on the proper hanger before leaving for the night, and placing dirty laundry in the provided baskets. Laundry left on the floor or at your dressing station may not be cleaned for the next performance. More information for about laundry schedules will be provided for each specific production.

We are very happy that you're here with us at the CBT! We look forward to working with you all!