1. You have been assigned to Wardrobe Crew. Theatre Majors are required to perform two production assignments per year. The course number for this is TH51 Theatre Workshop. This will appear on your course schedule every time you are involved in a production for credit, whether you are in the cast or on the crew.

2. Andrew Wittkamper is the Costume Designer and Professor. He is responsible for all things relative to the costumes for a show.

3. Loren Camberato is the Wardrobe Supervisor and trains the Wardrobe Crew. Loren organizes such things as costume quick changes, dressing room assignments, placement of costume racks, assignment of crew to particular tasks, and so on. Loren and Andrew work in close consultation on all matters.

4. Andrew and Loren will identify a qualified student to be named Wardrobe Crew Chief. This student has the responsibility of maintaining the high standards set forth by Andrew and Loren. The Wardrobe Crew Chief will be the immediate supervisor of the wardrobe crew, and will report to Andrew and Loren on a regular basis. Grading for Wardrobe Crew will objective and unbiased, and will be based upon attendance, attitude, and performance of duties.

5. Description of Wardrobe Crew Assignment: As a member of the Wardrobe Crew you will play an integral role in the production by attending to all of the following:
   - You will assist the actors with the proper dressing of all costume pieces, styling of hair and wigs, and application of makeup.
   - You will assist the actors with any backstage needs they may have, such as quick changes.
   - You will maintain the costumes, repairing any damage that occurs during the run of the show.
   - You will clean the costumes, according to the instructions provided by Loren or Andrew.
   - You will assist with “load-in” and “strike,” the first being the installation of the costumes in the Dressing Rooms, the second, the removal.
   - You will follow all instructions, written or verbal, given to you by Loren or Andrew.
   - You will uphold all instructions given to the actors by the Wardrobe Supervisor or Costume Designer. In the absence of Loren and Andrew, the Wardrobe Crew Chief will be your most immediate supervisor.
   - You will show the highest level of respect to the faculty, to your peers, and to the scenery, lighting, properties, costumes, sound, and any other physical aspects of the show.

6. Wardrobe Crew is an assignment which requires the following:
   - A COMMITMENT OF TIME that includes all Crew Calls, Dress Rehearsals, Performances, and Strike.
     1. Crew Calls—Crew View & Sunday before 1st Dress Rehearsal—12 hrs
     2. First Dress Rehearsal—6 hours
     3. Second Dress Rehearsal—6 hours
     4. Final Dress Rehearsal—6 hours
     5. Performances (generally 8 to 12 performances)—6 hrs/show=48-72 hours
6. Brush-up Rehearsals—6 hours
7. Strike—4-6 hours
8. Approximate Total Hours—90-115 hours

• The PHYSICAL ABILITY to do the following:
  1. moderate to heavy lifting, pushing, and pulling
  2. climb and descend stairs quickly and confidently
  3. reach, stoop, and get down on your knees
  4. cover long distances on foot quickly (i.e. from the Costume Storage Vault to the backstage area)
  5. see clearly, and maintain balance, in low lighting circumstances (backstage)
  6. manipulate costume pieces—specifically all closures like hooks and eyes, snaps, ties, etc.
  7. tasks associated with hand and arm strength, such as lacing an actress in a corset, or helping an actor pull off a pair of knee boots.

• The MENTAL ABILITY to do the following:
  1. FOLLOW INSTRUCTIONS.
  2. Stay alert and focused throughout the long hours of Dress Rehearsal and Performance. Sleeping backstage is strictly forbidden.
  3. Anticipate the needs of the actors and of the other wardrobe crew members, and then act to fulfill those needs.
  4. Think clearly in fast-paced, stressful situations.
  5. Solve problems on your own if possible, and know when to seek help if necessary.
  6. Remain professional and respectful to all members of the production team, even if they are not professional or respectful to you.
  7. Motivate yourself and others.
  8. Work collaboratively.
  9. HAVE A GOOD ATTITUDE.

• The SKILLS to do the following:
  1. Use a standard sewing machine. Make simple repairs on costume pieces.
  2. Use a hand-stitching needle, thread, scissors, and seam ripper.
  3. Operate a washing machine, dryer, and steam iron.
  4. Attend to hair, wigs, and makeup.

• The RESPONSIBILITY to do the following:
  1. Be on time. “Traffic was awful” is no excuse. Leave your house early. If you will be late, regardless the reason, call and inform the Wardrobe Crew Chief. However, this does not excuse your lateness.
  2. Be prepared to work on time. Do not arrive at 5:00 for your call and then say that you left your black clothes in your car and you really need a cup of coffee.
  3. Attend all calls, dress rehearsals, and performance dates.
  4. Work with others constructively, not destructively.
  5. Communicate with Andrew, Loren, the Wardrobe Crew Chief, and your crewmates.
  6. Hold yourself to the highest possible standards.

7. You will be graded for this assignment using the provided Evaluation Sheet. Familiarize yourself with it to understand how your grade is derived.
8. Penalties for lateness and absence will be as follows:
   Absence
   • 1 unexcused absence—reduction of your final grade by a full letter.
   • 2 unexcused absences—an immediate failing grade.

   Lateness
   You will be allowed one lateness without penalty, provided you are not so late that you fail to complete assigned tasks at the appropriate time.
   • Every lateness beyond the initial “freebie” will count as a 5 point deduction from your final letter grade.
   • Chronic lateness or severe lateness (so late you can’t get your work done) will be dealt with on a case-to-case basis, and may result in a failing grade.
   • In the event of a documented health or family emergency (Doctor’s note or note from parent required) an absence from your crew assignment may be considered EXCUSED. Excused absences will only be granted when the student informs Andrew or Loren of the necessary absence 24 hours in advance. Should the student require more than one day’s absence from crew, the student will be withdrawn from that assignment.

9. Calendar
   • Your attendance is required on the dates specified on the Wardrobe Crew Calendar, which will be available to you at the beginning of each semester. Check the call board or costume shop door for announcements. Report to the costume shop for all crew calls.

*Failure to observe all rules associated with this syllabus AND/OR failure to complete all requirements associated with this syllabus will result in penalties reducing your letter grade.

*No student is exempt from these requirements.