

HOW TO ORDER

"Costume Professionals Since 1959"

The costumes you see listed on the costume plot are simply an example of costumes that would be appropriate for this particular show. **We do not guarantee that what is described or pictured will be exactly what you receive. Actual colors and styles are dependent upon many variables such as size of the actor/actress, number of people in a number, etc.**

Measurements: Please measure accurately. Please follow measurement form instructions. **We go by the exact sizes you order.** You will be charged for any costumes sent that YOU measured incorrectly. YOU are responsible for all measurements! Please inform us **in advance** of any cast members with specific physical characteristics which may affect the fit of their costumes. You must inform us **in advance** of cast members with sizes below 30" Bust or 32" Chest **OR** above 44"+ Bust or 48"+ Chest **OR** heights of 6'4" or taller

After receiving theatrical packet: **Please place your order at least three weeks before your show.**

WHAT WE NEED FROM YOU! We cannot complete your order without all these forms.

- ◆ Signed contract.
- ◆ Purchase order from schools only. **Prepayment or credit card for all other orders.**
- ◆ Circle costumes on plot or write on SEPARATE SHEET.
- ◆ Complete all blocks on measurement sheet (have ONE person take all measurements - Adult preferably).
- ◆ Costume Worksheet.

COSTUMES ARRIVE - FRIDAY

- ◆ Make sure all costumes and pieces are there.
- ◆ If anything is missing call IMMEDIATELY.
- ◆ We will ship replacement costumes out ASAP.
- ◆ Save boxes to ship back.

COSTUMES NOT USED

- ◆ Call us immediately, to state why they weren't used.
- ◆ Send back before your show begins or you will be charged full rental price of costume.
- ◆ Re-stocking charge is \$20 per costume.

BEFORE COSTUMES ARRIVE

- ◆ One person should be in charge of ordering the costumes. This is usually the director or costumer.
- ◆ A responsible, well-organized person should be chosen to supervise the actual use of the costumes. This may be the costumer or a wardrobe supervisor.

WHEN COSTUMES ARRIVE

- ◆ The costumer or wardrobe supervisor and staff unpack costumes and hang them on racks.
- ◆ The costumer's packet found with the shipped costumes is opened and read completely.
- ◆ The Director inspects the costumes to see that they are what they intended.

- ◆ The Costumer then checks each costume against the yellow tickets that were enclosed in the costumer's packet to verify that each costume and all of its pieces have arrived. If a discrepancy is found, the costumer or director should call so that corrections can be made.
- ◆ Costumes are assigned to actors as shipped. You may remove the identifying tickets and plastic bags to save for the return of the costumes.
- ◆ Have the actors try on their costumes. If there are any problems, please call IMMEDIATELY or on the next business day. Replacement costumes will be sent ASAP.

DURING THE SHOWS RUN

- ◆ At the end of each rehearsal and performance, each actor is expected to hang their costume and it's accessories.
- ◆ Any repairs needed may be done according to the Care sheet included in the costumer's packet.

RETURNING THE COSTUMES

- ◆ At the end of the run, the actor is expected to return the costume to the costumer or wardrobe supervisor. It is recommended that the costumes be turned in and checked off immediately after the last performance (This discourages the temptation to keep a costume part as a souvenir.) If a piece is missing, it is easier to find immediately after the show.
- ◆ As a costume is turned in, the original ticket should be replaced on the costume, the costume bagged, and then placed in its original shipping box. The boxes (when full and no pieces found missing) should be taped and placed in the same area that UPS dropped them off in.
- ◆ UPS has three days in which to pick up the costumes. If the costumes have not been picked up by Wednesday of the week of pick-up, please call us.

HAVE A GREAT SHOW!!!