null
**MEASUREMENT SHEET**

**Name of Production:** ____________________________

**Costumes Needed by:** ____________________________

**Theatre/School:** ____________________________

**Performance Dates:** ____________________________

**Total Costumes:** ____________________________

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Please fill out completely – PRINT or TYPE

Please list special colors or requests on worksheet.

***PLEASE REFER TO INSTRUCTIONS ON “MEASUREMENT GUIDE” ON THE BACK OF THIS FORM***

To avoid delays in processing your order, please fill out this form COMPLETELY.

Please use BLACK or BLUE Pen ONLY

**# OF COSTUMES** | **ACTOR’S NAME** | **CHARACTER** | **BR** | **HEIGHT** | **A CHEST** | **B WAIST** | **C HIP** | **D OUT SEAM** | **E IN SEAM** | **F NECK** | **G SLEEVE** | **H HEAD** | **I SLENDER TO MALE** | **J SLENDER TO FEMALE** | **K THIGH**
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COSTUMES NEEDED BY: ____________________________

THEATRE/SCHOOL: ____________________________

PERFORMANCE DATES: ____________________________

TOTAL COSTUMES: ____________________________

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- FAX OR EMAIL BACK -
MEASUREMENT GUIDE

- MEASURE CAREFULLY - DO NOT ADD EASE

A. CHEST/BUST — circumference taken around fullest part of the chest.

B. WAIST — circumference taken around NATURAL waistline.
   - Male: approx. 2" below bellybutton
   - Female: approx. 1" above bellybutton

C. HIP — circumference taken around fullest part of hip.
   - Approximately 9" below Waist

D. OUTSEAM — taken from Waist to 1" below ankle bone.

E. INSEAM — taken from crotch to 1" below ankle bone.

F. NECK — circumference taken around base of neck.

G. SLEEVE — taken from center back of neck, to shoulder bone, to wrist.

H. HEAD — circumference taken around head, above ears.

I. SHOULDER TO SHOULDER — taken across back from shoulder bone to shoulder bone.

J. FRONT SHOULDER TO WAIST — taken from where neck & shoulder meet over fullest part of Bust, to Waist.

K. THIGH — circumference taken at fullest part of thigh (approximately 3" down from crotch).

Please double check all measurements! Any questions, please contact CHH at 1-800-348-6616

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Please double check all measurements! Any questions, please contact CHH at 1-800-348-6616
It is our desire to serve your every costume need. Please feel free to list any special request or any other pertinent information that you feel would be helpful as we pull your show. We will do our best to satisfy your desired requests.

List any additional costumes needed: **Circle costumes needed on costume plot.**

*3% service charge for all credit cards processed*

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In order to serve you better, we ask that you please take a few seconds and fill out the following worksheet:

**THEATRE/ SCHOOL**

**Name of Production**

**Director/ Costumer**

**Ship Address**

**City**

**State**

**Zip**

**Bill Address**

**City**

**State**

**Zip**

**Phone**

**Cell #**

**Fax**

**E-Mail**

**Costumes Needed By**

**Performance Dates**

**Best Way/Time to Contact**

**Credit Card**

**Exp**

**CVV**

**PO #**

**January Pricing**

**Classics Pricing**

**Free Make-up Kits**

**Regular Prices up to 20% OFF as Low as $44.00**

**Special Pricing**

**Per Costume**

$44

- Oklahoma
- Fiddler on the Roof
- Joseph and the Technicolor Dreamcoat
- Oliver

**Show Must be Performed in These Months**

- January Pricing
- “FROZEN” at $39 per costume
- or June-August
- “Summer Sizzler” at $39 per costume

**EXCLUDES SPECIALTY PRICED COSTUMES**

- (Beauty and the Beast, Cats, etc.)

**MEMBER WORKSHEET: 2018 - 2019**

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**This form must be returned with order - Fax or Email back**
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.

When costumes arrive:
- A responsible, well-organized person should be in charge of ordering the costumes. This is usually the director or costumer.
- 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.

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

- The costumer 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.
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**WHAT WE NEED FROM YOU!**

- Signed contract.
- Purchase order from schools only. Prepayment or credit card for all other orders.
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- Complete all blocks on measurement sheet (have ONE person take all measurements - Adult preferably).
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- Costume Worksheet.
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**RETURNING THE COSTUMES**

- 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.
- 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.

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