

LAPWORTH PLAYERS – JOB DESCRIPTIONS

WARDROBE MISTRESS

RESPONSIBILITY

- To source and dress the cast appropriately.
- To Liaise with the Producer, Set Designer and the Keeper of the Loft (should we have one at the time).
- Catalogue the cast. Names, characters, telephone numbers. What is it they require? Measure them, dress, suit, shoe sizes. Hat sizes, bust, waist, hips, lengths. How many costumes per character – fast changes etc.,
- Organise help.

BUDGET

- Talk to the treasurer about a budget. He/she will be able to advise you on costs drawn from the information they hold on previous plays

GENERAL INFORMATION

- We have an extensive array of costumes above the front door in the Village Hall, including, hats, bags, gloves, boot, shoes, belts, jewellery, under garments and animals etc., We also have, stored in Ivy Cottage, all of our male costumes including uniforms.
- We have a small library of useful books for reference. Please ask a committee member where they are being stored.
- There is a system of filing in place although it is in need of updating and is due to be done in the new year -2010.
- If we can't find what we need in our own loft we have to hire, borrow, or make our own.
- As a society we have many people who will sew on a button or turn up a hem. We have people who are willing to co-ordinate, but designers and cutters and people who are willing to take on complete costumes are thin on the ground. Should you go down this route speak to someone who has done it before and if possible get them to introduce you to the rag market in Birmingham. Here, not only will you find fabric, but wigs and costume stalls. There are also second hand clothes and shoe stalls.
- Don't forget jumble sales and thrift shops.
- If you decide to hire costumes you must make appointments to meet the costume companies. State the era and sizes required. If you can arrange for members of the cast to accompany you to the meetings, and this meets with the approval of the hire company, it will save you having to run back and forth with armfuls of heavy costumes. Bear in mind the hire company will probably only tolerate five or six characters at any one time, so more than one journey may be necessary.
- Having found the costumes you need at the hire company, bear in mind that you will only be allowed to have them for the dress rehearsal and the production run. You will need to return them at the first opportunity to avoid further costs. They must also be in good order as damage can result in financial penalties.

REHEARSALS AND PRODUCTION RUNS

- Try to provide some semblance of costume for rehearsals as soon as the cast have dropped their books. Items such as long skirts, hats and coats which have to be put on, or taken off on stage. Handbags, gloves, capes, shawls, anything which will help the actor to get used to the idea or nuisance of what he/she may have to cope with on the night.
- Attend as many of the rehearsals as possible.
- Attend ALL of the production nights making sure you have enough helpers to cover awkward or quick changes.

POST PRODUCTION

- Replace all items from the loft, return borrowed items to lenders, and return all hired costumes to hirer.
- Organise volunteers to wash washable items. Items which may have been next to the skin or make up. Shirts, blouses, vests, socks etc., there may be items of hired costumes which will fall into this category. Check with the hirer, their charges may include laundry and or dry cleaning. If not they may ask you to return such items washed or cleaned.