

Guidelines for Costume Supervisors for Productions



1. Contact either Jacqs or Mary to discuss requirements, balcony access etc.
2. Erect a rail on the balcony dedicated to your production.
3. Dress rails are stored at the far end of the balcony in the corner on the left. After using a rail dismantle it and strap the smaller tubular rails together as a 'set'. The large rails should be stored tidily and safely.
4. If you intend to use Kelvin costumes you will find them either in boxes marked with the contents, on a long dress rail at the far end of the balcony (men's suits) or on a rail to the left of the door as you go onto the balcony. (Mostly bigger items like coats). Most of the men's costumes are on the shelves on the right as you face the far end, women's on the left. Hats and rarely used items are on the top shelves.
5. Please make sure you return each box to the correct shelf.
6. Select the costumes you think you may want and then replace the boxes in their original positions. Do not leave them scattered about as this inevitably leads to chaos. Pay particular attention to shoes. Make sure they are put back where they came from.
7. Costumes removed from boxes should be recorded in the 'hiring out' book with the box and shelf number. ie 'Pink dress from 60's/70's box. These should then be ticked off when returned to the appropriate box.
8. If you decide not to use any of the items please replace them in their original boxes.
9. On the day of the get-in the costume supervisor should make sure the dressing room is set up in the Morris room and costume rails are then moved to the dressing room for the duration of the show.
10. Rails should be placed down the centre of the room to form a divider. Screens can be used to provide extra privacy.
11. Dressing room mirrors are stored in the top right hand cupboard in the Morris Room on the bottom shelf. There is also a large square mirror behind the screens by the balcony door and a long narrow one in the middle archives cupboard in the Morris Room.
12. At the end of the production liaise with the producer or director to allocate extra help with putting away costumes and leaving the balcony tidy. All washable items should be washed (there is a machine in the downstairs kitchen and powder on the shelves on the balcony) before being returned to their original boxes. There is no need to iron them but please be sure they are bone dry. If you are unsure about washability leave the garment in question, together with any new items that have been acquired for Kelvin, on the rail and inform either Jacqs or Mary that you have done so. Do not put any dirty items or new acquisitions into the boxes.
13. All items should be put away and the balcony left tidy for the next production a maximum of two weeks after the show.

14. Please ensure the irons are emptied before returning to their place on the shelf at the far end of the balcony on the ladies' side. The ironing board is stored in the gap next to the shelves.

Hired items

1. These must be treated with extreme care.
2. No-one should smoke in a hired costume.
3. Alterations should be done by hand only with the prior permission of the hirer.
4. Washing should only be done with the permission of the hirer. There is usually no need to wash hired costumes before returning them.
5. They should be returned immediately after the production or extra expenses may be incurred.
6. Any damage or loss will be billed to Kelvin so always check what you have hired before leaving their premises and get someone to check what you are returning. (Some hirers don't check immediately you return items and could claim later something has not been returned.)

These guidelines have been written in the light of bitter experience so please adhere to them.

If you need any further help or advice don't hesitate to get in touch with us.

Good Luck!

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