

Ebell Club Theater – Costume Design and Load-In Guidelines

Name of Production: _____

Name of Costume Supervisor (print): _____

Contact phone number: _____

1. The Ebell Club theater is a historical theater built over 100 years ago. All structures and equipment of the theater and clubhouse building need to be treated with extra care, above and beyond what would be expected in a typical facility.

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2. Costume Design Guidelines

- If you are planning on using body pack wireless microphones rented from Broadway On Tour, provide an inside pocket sewn into the backside waist or torso area of costumes to hold the body pack. You can also provide elastic belts with pockets if you desire. Make mic pockets easily accessible to dressers who may need to change batteries. Mic packs are about 3 1/2 in. tall by 3 in. wide by 1 in. thick.

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- No glue-on glitter or glitter spray is allowed on costumes or as make-up. Glitter is nearly impossible to remove from floor and backstage areas and may require extra cleaning fees. Sewn-on sequins or reflective fabrics are allowed. If you have special requirements, contact the Ebell staff before bringing anything into the theater.

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- Try to do all fitting and sizing before bringing costumes into the theater. Do not use loose sewing pins or needles to hold costumes together onstage - make sure any fitting pins are removed before actors leave the wooden floor backstage area. Always account for any missing safety pins. Pins lost in carpeted areas or on set pieces can cause serious injuries.

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- If shedding materials such as feathers or fur are used on costumes, have a plan to clean up all fallen material after every performance.

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- Actors and others should never be barefoot on the stage or in backstage areas. Splinters or sharp objects may cause injuries.

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3. Costume Load-In Guidelines

- Make sure helpers and volunteers know who is supervising costume load-in and direct any questions that person.
- The Ebell has two rolling costume racks available. If you need more you will have to supply them yourself.
- Set Storage: Backstage space is very limited and has to serve for both scenery storage and actors entering and exiting. There are some small areas for performing quick changes backstage, but only for a few actors. The majority of actors will have to return to the dressing area for costume changes. If you have special requirements, contact the Ebell staff.
- **Do not bring any food or beverage other than water into the theater.** This includes the creative staff, parents, children, technical staff, volunteers, everyone. No coffee, tea, energy drinks, softdrinks, and especially **NO GUM.** This is a standard theater practice and should be followed by all.

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