

UNIVERSITY PLAYERS COSTUME DESIGN STANDARDS

(based on ADC Standards of Practice)

Definitions:

A "*Costume*" shall include but not be limited to: all clothing worn by all performers, whether designed, found or selected by the designer, all hair styles, facial hair, wigs, etc., make-up and special costume effects; all accessories, headgear, gloves, footwear, etc.; and the functioning of these elements in performance, including quick changes.

"*Preliminary Design*" is defined as including a full costume plot indicating the number of costumes per character, any special treatment or fabrication requirements not common to standard costume construction, and visual representations to indicate style and shape with sufficient detail so as to enable the Theatre to estimate costs, on the understanding that the Preliminary Designs reflect the discussions among the Designer, the Director, and the Theatre.

"*Completed Design*" is defined as including full sketches of each and every costume and costume accessory required for the production, colour information, specific working drawings for extraordinary or complex costuming requirements, fabric swatches and/or texture specifications, and wig and hair style sketches as required for detailed costing and realization.

"Approved Design" is defined as the Completed Design with all the modifications and changes made to the satisfaction of the Director, Theatre, and Designer, and which have been initialled and dated by the parties hereto. Commencement of construction or implementation of any portion of the design shall also be deemed approval of that portion of the design.

Communication Standards:

1. A costume rendering should have the following information on each page:
 - a. Play title
 - b. Act and scene
 - c. Character name
 - d. Actor name
2. All renderings should be complete enough in all detail that costume construction can continue in the designer's absence. All impressionistic renderings should be accompanied by information which will permit the pattern drafter to interpret the design.
3. All back views are implied except where additional details are provided.

Recommended Working Procedures:

Preliminary Design -

The Costume Designer must provide adequate detailed information to allow the theatre to cost the designs. These cost estimates should, in turn, be provided in writing by the Theatre. The preliminary design information should include:

- a. A full costume plot with indications of any quick changes.
- b. A coloured rendering of costume style, indicating silhouette and period.
- c. A general description of fabrics, and any proposed treatments, as painting, dying, beading, appliqueing, etc. Any unusual fabrics should be swatched if possible.
- d. A general description of footwear, undergarments, millinery, wigs and hairstyles, jewelry, armour, and any other accessories. Unusual items and/or techniques relating to any of the above should be noted.

Completed and Approved Designs -

1. Fabric swatches and/or fabric description should be included with renderings.
2. A full costume plot, reflecting casting decisions to date, along with a complete list of quick changes should be included.
3. Detailed information which may include visual representation, must be provided in the following areas:
 - a. Wigs, hairstyles, facial hair and make-up
 - b. Footwear
 - c. Undergarments, including padding
 - d. Millinery
 - e. Jewelry and military decoration
 - f. Armour, weaponry and related accessories
 - g. Costume properties such as handbags, parasols, gloves, hankies, spectacles, etc.
 - h. Costume painting, providing detailed techniques as necessary
 - i. Costume breakdown, i.e., state of repair, age and implied cleanliness