
Director/Wardrobe Chairman Check-Off List

- Appoint a wardrobe/costume Chairman
- Completely and clearly fill out the measurement forms.
- Clearly circle the costumes you wish to rent on your costume plot.
- Read, sign and make sure you understand the contract.
- Fax or mail your costume order (**measurement form, circled plot and signed contract**) to The Costumer (**four weeks prior to your opening date in order to receive your discount**).
- Check for the confirmation of your order from The Costumer. If you do not hear from us within 48 hours please contact us as we may not have received your order.
- Use The Costumer's Theatrical Supply Catalog for all of your make-up, props, wigs, and accessories purchases (three weeks prior to your opening date is recommended to assure delivery). **You can also shop online at www.TheCostumer.com.**
- When costumes arrive, verify them against the packing list.
- Contact UPS several days prior to your return date to schedule your pick up of costumes to be returned to The Costumer. (If you do not have an account with UPS, call them a week before your pick up date to make arrangements.) Costumes must be shipped back to The Costumer on the first business day after your last performance.
- Follow the directions on our "Hassle-Free Costume Rentals" instruction sheet (found on the previous page) on closing night.
- Repack all costumes in their original boxes, seal, and label them for return shipping, and have boxes ready for UPS to pick them up on your return date (the first business day after your last performance).
- Take two aspirin, and put your feet up because before you know it, it will be show time again!

*Thank you for letting
us have a part in
your show!*

