



Dear Friend,

Thank you for considering us for a part in your show! We have received your request for costume rental information and we thank you for your interest.

Your costume plot or show suggestions are enclosed. If this is your first experience renting, this plot is an outline of how the costuming is most often approached for a particular show. However, be assured that we would be delighted to work with you if you have a unique vision for your show.

### Why choose The Costumer?

- Theatrical quality costumes hand pulled and accessorized for your show
- Costumes individually altered to your actor's measurements (specializing in hard to find sizes)
- Wigs professionally styled
- Costumes cleaned, pressed, and bagged
- Easy returns – Shipping labels provided and we handle cleaning

The quickest and simplest way to begin the rental process is to contact us for your web ID and password for access to our online portal. Alternatively, you may submit the costume plot with the costumes that you desire, or send us a detailed list of costumes required. If you would like guidance or advice, our knowledgeable and dedicated team are always ready to assist you. If you prefer contacting me directly, please do not hesitate to do so.

Place your order early – the perks are worth it! Together, The Costumer's Discount Program and Annual Rebate Program (information enclosed) make our prices the most reasonable in the industry.

Break a leg! We look forward to playing our part in your next show.

*DD Johnice*

DD Johnice  
President/CEO

#### Rental

518-374-7442

[theatre@thecostumer.com](mailto:theatre@thecostumer.com)

#### Catalog

1-877-218-1289

[info@thecostumer.com](mailto:info@thecostumer.com)

# How To Order Your Costumes

A complete rental order includes the following three documents:

## 1 Rental Contract

- Fill in shipping & billing information
- Read and initial **ALL** sections
- Sign as lessee

## 2 Measurement Form

- Watch the how to measure video
- Read "How to Take Measurements" instructions
- Measure your actors and input into Directors Edge or fill out the Measurement Form

## 3 Costume Order

- Login to the Web Portal using provided Web ID and Password or
- Indicate desired costumes on the plot
- Include your actor's name next to the character's name
- If multiple actors need a specific costume indicate the total under "quantity"
- Add any special requests under "Notes"



## Submit Online via Director's Edge

To request your Login call  
1-866-374-7442 or email  
theatre@thecostumer.com

### Other ways to submit:

Fill out this form digitally or print and fill out. If printing use **only** blue or black ink.

Fax: 518-374-0087

Mail: 1020-1030 Barrett Street  
Schenectady, NY 12305

Email: theatre@thecostumer.com

# How To Save On Your Order

## DISCOUNTS

For EVERY order we receive at least 6 weeks prior to the opening performance, we'll take a PERCENTAGE DEDUCTION from the total!\*

**\$750 - 2499.99 — 5% OFF**

**\$2500 - 4499.99 — 10% OFF**

**\$4500 & up — 15% OFF**

\*\$750 order minimum, applies to the first week only

To get your costumes to you quickly The Costumer uses UPS and FedEx as shippers, please consider the following shipping times when ordering:

To northeast US: 2 Days	To southeast US: 3 Days
To midwest US: 4-5 Days	To west coast US: 6 Days

## REBATES

Every year, The Costumer gives you a rebate worth **5% of your largest order from the previous school year!**

So, to take full advantage of The Costumer's great savings, submit your order early and remember to use your rebate and...

*...we'll just keep saving you money!*

**RENTAL COSTS ARE THE FULL QUOTED PRICE FOR THE 1ST WEEK, 50% EACH FOR THE 2ND AND 3RD WEEKS, AND 25% FOR EACH SUBSEQUENT WEEK.**

# How We Send Your Costumes

- ✓ **We ship your costumes early!** Our unique shipping policy sets us apart! Our goal is for you to receive your costumes no later than the Friday prior to your opening performance to give your actors time to rehearse in full costume.
- ✓ Every costume will arrive pressed, bagged, and neatly hung with its own ID tag to identify the actor, character, and costume pieces.
- ✓ A comprehensive packing list is provided to ease checking in and re-packing your costumes. Please inventory every item against this list as soon as you receive your order and contact us if there are any questions or concerns.

# How To Return Your Costumes

- 1** Return Shipping Labels are provided. Be sure to locate them in the red folder with your packing list and keep them in safe place. If you cannot locate them please contact us.
- 2** Immediately after your last performance, have every actor return all pieces of their rental costumes to the wardrobe supervisor.
- 3** Costumes **must** be returned exactly as they were received, on hangers with their ID tags.
- 4** Inventory every piece against the packing list to be sure nothing is missing or damaged to avoid additional fees.
- 5** Repack the costumes in their original cartons. Remove all old labels and apply the included return shipping labels.
- 6** Bring the cartons to where your packages are normally delivered to by 9:00 A.M., the Carrier will arrive to pick-up the cartons between 9:00 A.M. and 3:00 P.M.

## Never hesitate to contact us!



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

by phone at: **518-374-7442**

or by email at: **[theatre@thecostumer.com](mailto:theatre@thecostumer.com)**

# *It's Showtime!*

The Costumer understands it takes more than just costumes to make a show a success. We can help with all of your makeup, wig, prop, and accessory needs - whether it's one wig cap or 100 makeup kits!

## **Where to Find Sales Items**

Visit our website at:  
**[www.TheCostumer.com](http://www.TheCostumer.com)**



## **How to Order Sales Items**

Order Online  
**[TheCostumer.com](http://TheCostumer.com)**

Call Our Sales Department  
**1-877-218-1289**

Email  
**[customerservice@thecostumer.com](mailto:customerservice@thecostumer.com)**

Fax  
**518-452-5758**

\_\_\_\_\_ **18.** Credit is appreciated in both your program and on the web/social media. Media shared with The Costumer may be used for testimonial purposes.



1020-1030 Barrett St., Schenectady, NY 12305  
Phone: 518-374-7442 • Fax: 518-374-0087  
Open Monday - Friday 8:30 a.m. - 5:00 p.m.  
[www.TheCostumer.com](http://www.TheCostumer.com) | [Theatre@TheCostumer.com](mailto:Theatre@TheCostumer.com)

## COVID-19 Rider to Rental Contract Agreement

In the event of any inconsistency or conflict between the terms and provisions of this Rider and those contained in the printed portion of the Rental Contract Agreement to which this Rider is attached the terms and provisions of this Rider shall govern and be binding.

In response to the COVID-19 outbreak of 2020, federal, state and/or local governments have recommended guidelines and/or imposed restrictions resulting in the cancellation or postponement of many gatherings and events, including, among other things, theatrical productions, lessee hereby expressly waives any and all right to cancel under the Rental Contract Agreement and agrees that the full costume cost is 100% non-refundable.

All remaining provisions of the Rental Contract Agreement remain in full force and effect.

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Lessee

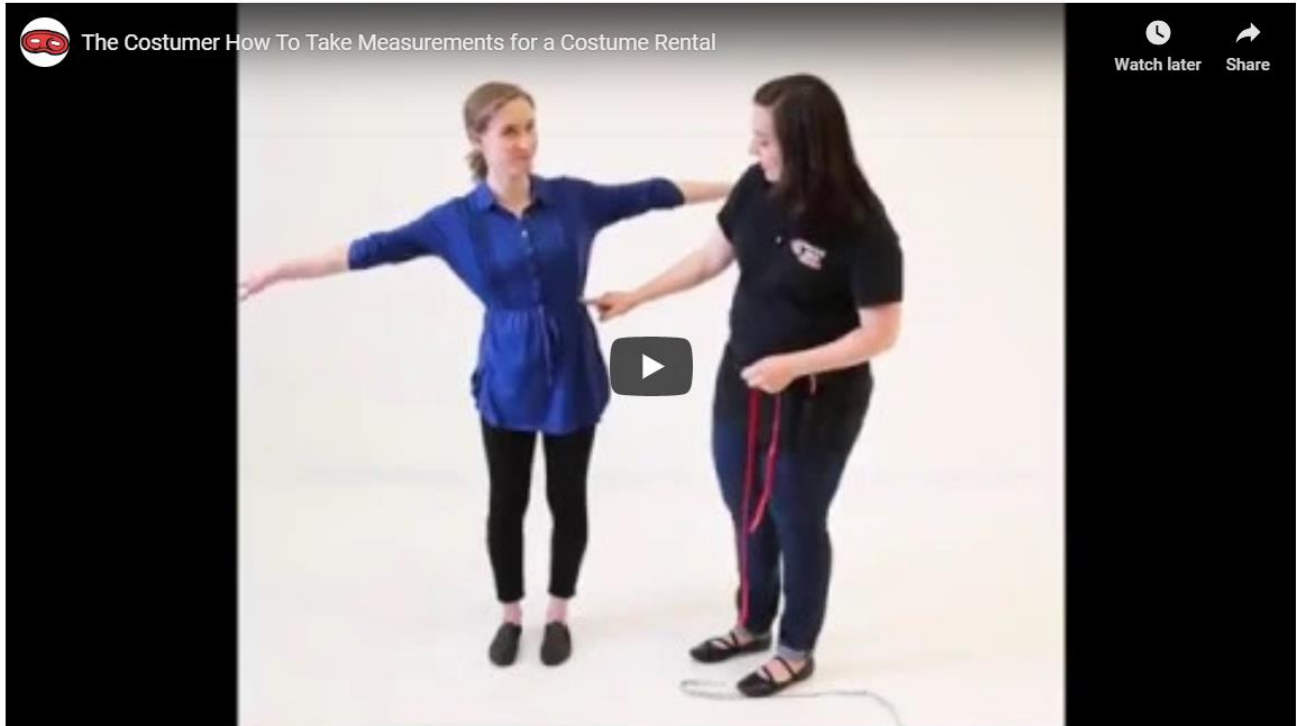
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Dated:



# Proper Measurements are Important!

Watch our video on taking proper measurements



## Why are proper measurements so important?



### **Avoid Costly Replacements**

Replaced costumes are refunded at 50% (when returned early), plus rental cost of new costume and shipping, which can add up.



### **Avoid Unnecessary Delays**

We can't pull your costumes with incorrect measurements which may result in delays.



### **Gives You More Time to Rehearse in Costume!**

We aim to get your costumes to you the Friday before your show. If we need to replace a costume for incorrect measurements, it may not arrive until the day before your show.



# How To Take Measurements

*We alter your costumes to fit the measurements you provide, so...*

## **Please Measure Carefully!**

1. Have one responsible individual measure all actors. Consistency is very important. It is not recommended that students measure themselves or each other. Please note you are responsible for the cost of replacements if the original measurements were inaccurate.
2. Refer to the chart below to understand the way we interpret measurements. All measurements are important to assure a good fit.
3. Tie a string around the actor's natural waistline. Many other measurements begin or end at this point, especially for historical costuming. Please note that this is not necessarily where an actor wears his or her pants as fashions have changed.
4. Please use black or blue pen only. Red pen or pencil will not fax clearly.
5. Double check your completed measurements. (e.g. If a 5'4" and 6'1" person have the same outseam, something may be incorrect).

**PLEASE CALL IF YOU HAVE ANY QUESTIONS: 518-374-7442**

**A. CHEST/BUST** (M/F) — circumference of greatest fullness  
(do not give bra sizes)

**B. WAIST** (M/F) — smallest circumference taken around natural waistline (not necessarily where actor wears pants)

**C. HIP** (M/F) — circumference taken around greatest fullness

**D. OUTSEAM** (M/F) — from natural waist to just below ankle

**E. INSEAM** (M/F) — from crotch to just below ankle

**F. NECK SIZE** (M/F) — around base of neck

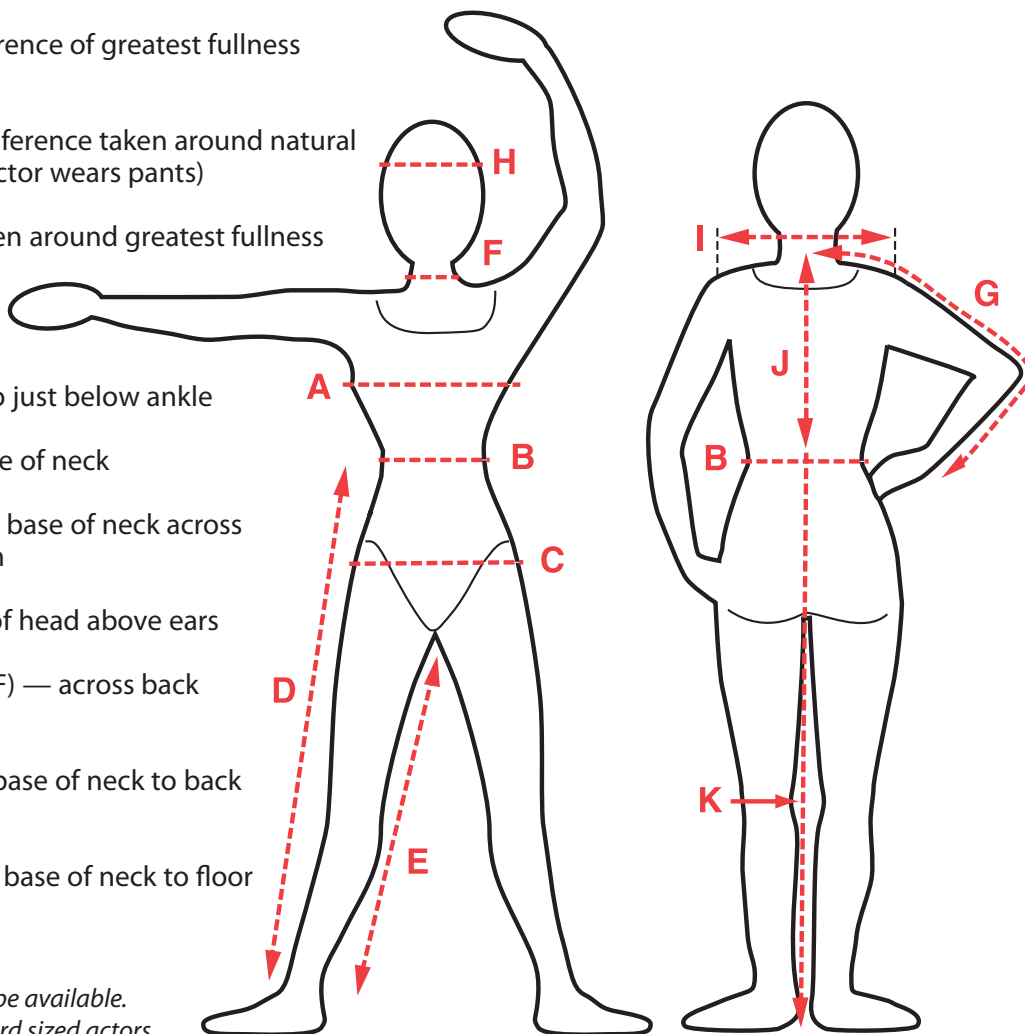
**G. SLEEVE LENGTH** (M/F) — from base of neck across shoulder to wrist around bent arm

**H. HEAD** (M/F) — circumference of head above ears

**I. SHOULDER TO SHOULDER** (M/F) — across back between shoulder bones

**J. NAPE TO WAIST** (M/F) — from base of neck to back of natural waist

**K. NAPE TO FLOOR** (M/F) — from base of neck to floor



*Extremely large or small sizes may not be available.  
Please notify us if you have non-standard sized actors.*



# Measurement Form

Name: \_\_\_\_\_  
 Organization: \_\_\_\_\_  
 Show Name: \_\_\_\_\_  
 Opening Date: \_\_\_\_\_



*Use this form as an outline to gather your measurements, then be sure to enter them into the Exclusive Director's Edge Web Portal!*

Character	Actor's Name	M/F	Height	Chest	Waist	Hip	Outseam	Neck	Sleeve Length	Head	Shoulder/Shoulder	Nape/Waist	Nape/Floor	Makeup Kit Ex. PK-1	Notes For Ex. Male Playing Female

## Makeup Kit Shades



# THE COSTUMER

## To Share? or Not to Share?

*The Costumer offers our customers two options of affordable, personal sized makeup kits from the most popular theatrical makeup suppliers, Ben Nye and Mehron.*

*The contents of these kits are sufficient for several rehearsals, as well as a number of performances.*

**Don't forget!**

**Wig Caps  
for  
Wigs**

**&**

**Over/Unders  
for  
Costumes**

**BN Ben Nye®**

### Personal Student Kit

Includes Creme Foundation, Creme Contour Palette (Rouge, Highlight, Shadow and Lip Color), Face Powder, Powder Puff, Eye Pencil, Sponge Applicator, Flat Brush, and Stipple Sponge. Creme personal kits offer professional quality, superior selection and affordable pricing. Kits perform brilliantly for stage, dance recitals, choral groups, and in front of the camera. Highly pigmented, smooth-textured creme foundation and kit palette with contour, highlight, rouge and lip color, applies easily and withstands the rigors of heat, intense lighting or high energy performances. Practical bases for any character. Kits include a generous supply of makeup components listed above, adequate for several rehearsals and performances.



#### Ben Nye Personal Student Kits

<b>Fair: Lightest</b>	<b>PK-0 (12925)</b>	<b>\$26.00</b>
<b>Fair: Light</b>	<b>PK-1 (13254)</b>	<b>\$26.00</b>
<b>Fair: Medium/Tan</b>	<b>PK-2 (13255)</b>	<b>\$26.00</b>
<b>Olive: Light/Medium</b>	<b>PK-3 (13256)</b>	<b>\$26.00</b>
<b>Olive: Deep</b>	<b>PK-4 (13257)</b>	<b>\$26.00</b>
<b>Brown: Light</b>	<b>PK-45 (13881)</b>	<b>\$26.00</b>
<b>Brown: Medium</b>	<b>PK-5 (13258)</b>	<b>\$26.00</b>
<b>Brown: Dark</b>	<b>PK-6 (13259)</b>	<b>\$26.00</b>



**mehron.**  
MAKEUP

### Mini-Pro Makeup Kit

Each Mehron Mini-Pro kit includes two base colors of Mehron's Creme Blend Makeup. This allows for greater flexibility in matching and creating varying skin tones. The Mini-Pro Mehron kit features the same comprehensive performance products used by makeup professionals the world over. The contents are sufficient for several rehearsals and performances, providing up to 12 applications. It is affordably priced. Available in 3 shades.

#### Mehron Mini-Pro Makeup Kits

<b>Fair/Olive Fair</b>	<b>KMP-NF (30479)</b>	<b>\$18.95</b>
<b>Medium/Olive Medium</b>	<b>KMP-NM (30480)</b>	<b>\$18.95</b>
<b>Medium Dark/Dark</b>	<b>KMP-ND (30481)</b>	<b>\$18.95</b>

**Call 1-877-218-1289 or Visit [TheCostumer.com](http://TheCostumer.com)**



**Sales Merchandise Shipped From:**  
1031 Barrett St. Schenectady, NY 12305  
Phone: 1-877-218-1289 • Fax: 518-452-5758  
E-Mail: customerservice@thecostumer.com  
Open Monday - Friday 8:30am - 5:00pm

## SALES MERCHANDISE ORDER FORM

### SHIP TO:

Name \_\_\_\_\_  
Company/Organization \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Cell \_\_\_\_\_  
Email \_\_\_\_\_

☐ Residential  
☐ Business

### SHIP VIA:

- ☐ Standard Shipping  
☐ Express Shipping (2-3 Business Days)  
☐ Overnight Shipping (1 Business Day)

Notes:

### Permission to Substitute Out of Stock Items:

☐ YES ☐ NO. (Order will be held until complete)

Name of Show \_\_\_\_\_  
Date of Show \_\_\_\_\_  
Date Required By: \_\_\_\_\_

PAGE #	STOCK #	ITEM DESCRIPTION	COLOR	QUANTITY	UNIT PRICE*	TOTAL PRICE

### BILL TO:

Attn. \_\_\_\_\_ Date \_\_\_\_\_  
Company/Organization \_\_\_\_\_  
Street \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Authorized Signature \_\_\_\_\_

### CREDIT CARD INFORMATION:

Card #: \_\_\_\_\_  
Expiration Date: \_\_\_\_\_

### OTHER PAYMENT:

☐ CHECK ☐ BILL US

Purchase Order #: \_\_\_\_\_

SUBTOTAL

SHIPPING

SUBTOTAL

SALES TAX

**TOTAL**

\*Prices subject to change without notice.

Shipping based on total.