

**COSTUME PRODUCTION CREW SYLLABUS**  
**THEA1116.01---1hour**  
**SPRING 2018**

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**Course Description:** The purpose of the costume production crew is to provide students with the broad practical experience in the various aspects of theatre production through participation in all aspects of costume production by preparing the costumes for all department of Theatre and Musical Theatre Productions. Participating in the running of at least one departmental production, helping to dress the actors and assist with hair and make-up when necessary during the performance run of the production, maintain the garments throughout the run of the production, assist in the maintenance of costume stock and all costume and make-up areas.

**Major Assignments/Exam:**

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- 1. 6 Hours per week (Monday/Wednesday or Tuesday/Thursday) costume build crew**
- 2. One(1) Costume Run Crew for the semester**
- 3. Machine and Costume Shop Safety Evaluation (2 week of semester)**
- 4. Final Exam (During normally schedule finals time, either M/W or T/Th)**

**Grade Breakdown:** You will receive a grade for:

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Assignment 1: Daily Production Work	50%
Assignment 2: Run crew/Maintenance	15%
Assignment 3: Machine and Shop Safety Evaluation (Week 2)	10%
Assignment 4: Attendance	10%
Assignment 5: Final Exam	15%

**If you are not in attendance on an assigned day, you will receive a "0" for that day.**

**If you miss a laundry day your grade will be reduced one letter grade.**

**If you miss a run crew call you will automatically receive an "F" for the class.**

**If you are marked late to a run crew call, you will lose ½ letter grade, per tardy over 2.**

**DAILY PRODUCTION WORK.** You will serve as part of the build crew within the costume area for a minimum of 6 hours per week, for 14 weeks beginning January 17, 2018 and ending May 3, 2018.

**\*If you have schedule, class or work conflict between 2pm and 5pm, you are still responsible to log the minimum required time, but must make up the difference by arranging an alternate time with the Instructor, if scheduling allows. If you have other regular conflicts during the scheduled production times, it is the student's responsibility to ensure adequate changes have been made to still meet all minimum time requirements.**

**RUN CREW:** Everyone must serve on one Run Crew for a Department of Theatre and Musical Theatre production. If the season does not allow enough positions within the area, you may be asked to serve on a Run Crew within another area (i.e., Scenic, Lighting, Sound, Marketing).

Additional production specific information will be provided over the course of production. Run Crew responsibilities include, but are not limited to:

1. Be present in the dressing room before, during and after performers call times to **CHECK IN** costume items and,
2. **PRESET** those items needed for the run of the production during dress rehearsals and performances;
3. Helping actors dress, perform quick changes, and maintain the overall appearance of the production per the Costume Shop Supervisor and/or the Costume Designer's specifications.
4. Help the actors with hair and makeup, as necessary.
5. Be present and accounted for at least **30 minutes PRIOR** to the actor call and be an active participant throughout the rehearsal and performance call times until released by the wardrobe supervisor or stage manager.
6. Ensuring all **COSTUME** items are returned to their proper storage location, and are accounted for on the provided **INVENTORY/CHECK-IN** lists.

**LAUNDRY AND MAINTENANCE DUTIES:** Run Crew members are responsible for the overall maintenance, and care of Costume items during the run of a production. Those responsibilities include, but may not be limited to:

1. Collecting all washable **LAUNDRY** from the dressing rooms, processing it (per the **COSTUME CARE SHEETS** provided) no later than 2pm each day after the prior evening's rehearsal/performance, and coordinating the processing of **LAUNDRY** on Saturday.
2. All **LAUNDRY**, **PRESSING**, and **MAINTENANCE** must be **completed by the 5pm** and returned by 5:30pm for evening performances and by **12 noon** for Saturday's matinee,
3. You are also responsible for any **MENDING & REPAIRS** to the costumes once the **PERFORMANCE** period begins. Quick repairs, buttons, hook and closures should all be completed during the **REHEARSAL/PERFORMANCE** that the item was damaged. All other repairs will be completed during the following day's afternoon **PRODUCTION** time, unless a repair is required on Saturday, and must be coordinated between the Wardrobe Supervisor, Costume Shop Supervisor, and Stage Management.

**LOAD OUT/LOAD IN:** The Friday immediately before the Saturday or Sunday Dress Rehearsal, all assigned members of the Costume Run Crew will be present during the normal 2pm Production period. Run Crew members will:

1. Ensure all Costume Items have been properly labeled for the specified performer.
2. Prepare Dressing Rooms for the start of the **REHEARSAL/PERFORMANCE** period.

**STRIKES:** All **COSTUME AREA STRIKES** will take place the Monday and Tuesday immediately following the end of the **PERFORMANCE** period. **STRIKE** will occur during the normally scheduled production period 2:00pm – 5:00pm. Students must be present on their normally scheduled production day to take part in the **STRIKE/LOAD-OUT** of the production. Student's that do not report for strike, or do not arrange to make up the strike due to a documented excused absence will have their final grade reduced by ½ letter grade.

**ATTENDANCE:** Timelines and presence are crucial to excellence in the performing arts. The instructor determines what will or will not be accepted as an excused absence. Any absence must be PRE-APPROVED. Any absence during a scheduled BUILD CREW, beyond 3 total hours, must be made up as scheduled with the Costume Shop Supervisor, or the student's grade will be reduced by ½ letter grade for every 3 hours missed after the initial absence.

**Absence during a RUN CREW assignment is not permissible.** Production dates run the course of one (1) week. Any non-approved absence during a scheduled RUN CREW will per Department Policy result in an “F” for the entire course. If you have an unforeseen emergency, and are unable to fulfill your assigned duties, you **must** contact the Costume Shop Supervisor to make appropriate arrangements.

**Daily Production Work Grading** is based on the following:

1. Commitment to completion of projects done to the best of your ability without excuses
2. Following directions.
3. Being an active and proactive member of the build team.
4. Proficiency in completion of assigned tasks, and improvement over the course of the semester.

**Attendance is taken at the start of each day. If you arrive late, make certain that you have been counted present for the day. Being tardy twice (2) equals one absence.**

**COSTUME CREW CANCELTION POLICY:** Based upon the workload, demand, and judgement of the instructor Costume Production Crew may be canceled based upon the needs of the area. Cancellation may occur immediately following the opening of a Department Production if the workload merits the break in schedule. Any cancellation will be posted on the Department Call Board. No student's grade will be negatively impacted due to an approved cancellation of crew. If a student is behind in total work hours for the course, they may upon approval work on a canceled crew day to make up lost time.

**COSTUME SHOP RULES:** Rules and guidelines are posted throughout the Costume Shop. Please follow all posted rules and guidelines. Additionally a link to the Costume Area Handbook will be provided.

**CELL PHONES and electronic devices:**

**All cell phones and electronic devices must be kept on silent or powered off during class hours.** Your final grade will be reduced by 1 point each time class is disrupted by a cell phone ring, or you are found using your phone during class. If you are consistently distracted by your devices, you will be marked tardy or be asked to leave and marked absent for the day.

**ATTIRE:** Please come to the costume shop dressed appropriately to work. Bending, stooping, climbing on a ladder or stool, lifting and carrying items may be necessary. **Closed toed shoes** are always required in all Department of Theatre and Musical Theatre production shops and required during a RUN CREW. If your attire is inappropriate to the task at hand, you may be asked to leave, and marked absent.

**MACHINE AND SHOP SAFETY EVALUATION:** This will consist of a safety check and evaluation covering the use of the Costume Shop Facilities, machines, irons and basic introductory information as provided.

**FINAL EXAM:** The final examination for this course, is comprehensive of materials covered. The examination is practical in nature, as is the course. There will be some short answer, multiple choice, and labeling required, as well as demonstration of basic hand and machine sewing (which will all be covered over the duration of the course.)

**ACADEMIC HONESTY:**

Students will be expected to create all of their own work. No form of written or visual plagiarism will be acceptable. Whenever a source is used, that source must be given credit. If a student, when writing, copies another's work, without giving credit to the original author, it is plagiarism. If a student, when designing, copies another person's designs, it is plagiarism. When designing, a student may use aspects and portions of other's works, but may not use all of the same elements and pass it off as their own. If a student turns in another's research as their own, copies anyone else's work, or turns in anyone else's work as their own, it is cheating. Students are encouraged to work with each other, but to then separate and create their own final project.

If a student is found to have plagiarized or cheated, it will be an automatic F on that project or the course, depending on the severity of the infraction.

**RULES OF CONDUCT:**

A student will attend class and participate in the learning process without disrupting the class visually, through disruptive noise, or by creating any inappropriate distraction. If a disruption is created, the student may be asked to leave the class. Cellular phones and pagers are to be turned off for the sum of the class period. Reading or engaging in discussions not specifically related to the course content of that day, may result in being asked to leave the class.

**DISABILITIES:** As per the university: "It is the policy of Sam Houston State University that individuals otherwise qualified shall not be excluded, solely by reason of their disability, from participation in any academic program of the university. Further, they shall not be denied the benefits of these programs nor shall they be subjected to discrimination. Students with disabilities that might affect their academic performance should register with the Office of Services for Students with Disabilities located in the Lee Drain Annex (telephone 936-294-3512, TDD 936-294-3786, and e-mail [disability@shsu.edu](mailto:disability@shsu.edu)). They should then make arrangements with their individual instructors so that appropriate strategies can be considered and helpful procedures can be developed to ensure that participation and achievement opportunities are not impaired.

SHSU adheres to all applicable federal, state, and local laws, regulations, and guidelines with respect to providing reasonable accommodations for students with disabilities. If you have a disability that may affect adversely your work in this class, then I encourage you to register with the SHSU Services for Students with Disabilities and to talk with me about how I can best help you. All disclosures of disabilities will be kept strictly confidential. NOTE: No accommodation can be made until you register with the Services for Students with Disabilities.

**RELIGIOUS HOLIDAYS:** If a student intends to be absent from class on a religious holiday, they must present in writing, no later than the 15th calendar day after the beginning of a long semester or the 7th calendar day after a summer session, that they will miss class due to a holiday and their plan to make up the work missed on that day. If a student misses a test, it is their sole responsibility to coordinate a time outside of class to make up the test within two weeks of the original exam day or by the last day of scheduled classes that semester, whichever is earliest.

**Visitors:** The professor must approve visitors to the classroom at least one class period before attendance. The professor may or may not allow the visitor to attend at her discretion.

TENTATIVE SCHEDULE – Subject to Change				
Week	Date		Activities/Ideas/Content	NOTES
2	1/17	W	SYLLABUS: INTRODUCTION AND EXPECTATIONS – COSTUME TOUR	
	1/18	TH	SYLLABUS: INTRODUCTION AND EXPECTATIONS – COSTUME TOUR	
3	1/22	M	<b>LADY WINDEMERE PRODUCTION/ FITTINGS BEGIN</b>	
	1/23	T	LADY WINDEMERE PRODUCTION/FITTINGS CONTINUE	
4	1/24	W	LADY WINDEMERE NOTES/BUILD	MACHINE/SAFETY EVAL.
	1/25	TH	LADY WINDEMERE NOTES/BUILD	MACHINE/SAFETY EVAL.
5	1/29	M	LADY WINDEMERE NOTES/BUILD	
	1/30	T	LADY WINDEMERE NOTES/BUILD	
6	1/31	W	LADY WINDEMERE NOTES/BUILD	
	2/1	TH	LADY WINDEMERE NOTES/BUILD	
7	2/5	M	LADY WINDEMERE NOTES/BUILD	
	2/6	T	LADY WINDEMERE NOTES/BUILD	
8	2/7	W	LADY WINDEMERE NOTES/BUILD	
	2/8	TH	LADY WINDEMERE NOTES/BUILD	
9	2/12	M	CLYBOURNE PARK FITTINGS BEGIN/ LADY WINDEMERE NOTES CONT'D	Lady Windemere's Fan Crew View
	2/13	T	CLYBOURNE PARK FITTINGS CONT'D/LADY WINDEMERE NOTES	
10	2/14	W	CLYBOURNE PARK FITTINGS CONT'D/LADY WINDEMERE NOTES CON'D	
	2/15	TH	CLYBOURNE PARK FITTINGS CONT'D/LADY WINDEMERE NOTES	
	2/16	F	<b>LADY WIDEMERE FAN – LOAD OUT</b>	TECH BEGINS SATURDAY
12	2/19	M	<b>LADY WINDEMERE TECH NOTES</b>	
	2/20	T	<b>LADY WINDEMERE TECH NOTES</b>	
13	2/21	W	<b>LADY WINDEMERE'S FAN OPENS</b>	
	2/22	TH	CLYBOURNE PARK NOTES/ BUILD	
15	2/26	M	<b>LADY WINDEMERE'S FAN STRIKE DAY 1</b>	<b>ALL MDAY CREW CALLED</b>
16	2/27	T	<b>LADY WINDEMERE'S FAN STRIKE DAY 2</b>	<b>ALL TDAY CREW CALLED</b>
	2/28	W	CLYBOURNE PARK NOTES/BUILD / PIPPIN FITTINGS	
	3/1	TH	CLYBOURNE PARK NOTES/ BUILD / PIPPIN FITTINGS BEGIN	
	3/5	M	CLYBOURNE PARK NOTES/ BUILD / PIPPIN FITTINGS BEGIN	Clybourne Park Crew View
	3/6	T	CLYBOURNE PARK NOTES/ BUILD / PIPPIN BUILD	
	3/7	W	CLYBOURNE PARK NOTES/ BUILD / PIPPIN BUILD	
	3/8	TH	CLYBOURNE PARK NOTES/ BUILD / PIPPIN BUILD	
	3/9	F	<b>CLYBOURNE PARK – LOAD OUT</b>	
	3/12		<b>SPRING BREAK</b>	CLYBOURNE PARK TECH 3/18
	3/19	M	PIPPIN NOTES/BUILD	
	3/20	M	PIPPIN NOTES/BUILD	
	3/21	W	<b>CLYBOURNE PARK OPENS</b>	
	3/22	TH	PIPPIN NOTES/BUILD	
	3/26	M	PIPPIN NOTES/BUILD	
	3/27	T	PIPPIN NOTES/BUILD	
	3/28	W	PIPIN NOTES/BUILD	DIRECTOR'S DEBUT PULL
	3/29	TH	PIPPIN NOTES/BUILD	DIRECTOR'S DEBUT PULL 2

	3/30		HOLIDAY	
	4/2	M	PIPPIN NOTES/BUILD	
	4/3	T	PIPPIN NOTES/BUILD	
	4/4	W	DIRECTOR'S DEBUT NOTES	
	4.5	TH	DIRECTOR'S DEBUT NOTES	
	4/6	F	DIRECTOR'S DEBUT LOAD OUT	Directors DRESS/TECH 4/7
	4/9	M	PIPPIN NOTES/BUILD	
	4/10	T	DIRECTOR'S DEBUT OPENS	
	4/11	W	PIPPIN NOTES/BUILD	
	4/12	TH	PIPPIN NOTES/BUILD	
	4/13	F	PIPPIN COSTUME LOAD OUT	Pippin DRESS TECH 4/14
	4/16	M	PIPPIN TECH NOTES	
	4/17	T	PIPPIN TECH NOTES	
	4/18	W	PIPPIN OPENS	
	4/19	TH	TBA	
	4.23	M	PIPPIN STRIKE	COSTUME SHOP
	4.24	T	PIPPIN STRIKE	COSTUME SHOP
	4.25	W	COSTUME AREA CLEAN UP	COSTUME SHOP
	4/26	TH	COSTUME AREA CLEAN UP	COSTUME SHOP
	4/30	M	COSTUME AREA CLEAN UP/RESTOCK	COSTUME STORAGE
	5/1	T	COSTUME AREA CLEAN UP/RESTOCK	COSTUME STORAGE
	5/2	W	FINAL EXAM REVIEW	
	5/3	TH	FINAL EXAM REVIEW	
	5/4	F	LAST OFFICIAL CLASS DAY	MAKE UP DAY
FINAL EXAM – CHECK POSTED UNIVERSITY SCHEDULE				
Schedule subject to change				