

Williamsburg Players, Inc. Policy and Procedures Manual

Title: Wardrobe		Number:	
		e-name: wardrobe.wpd	
Date	Change Summary		
8/23/98	Initial inclusion into P&P Manual		

(Note, policies are statements or rules, procedures are methods or courses of action.)

1. Objectives or Purpose:

The management and protection of the costumes and wardrobe used in productions.

2. Policies or Procedures:

Specifics:

1. Wardrobe Items are property of the Williamsburg Players and are not to be removed from premises without permission of the V.P. of Production or the Costume Master or Mistress.
2. If you are looking through costumes, please put them back in the spot where you found them when you're finished.
3. If an organization wishes to borrow costumes from the Williamsburg Players for personal use or for use in a theatrical production elsewhere, please see the Wardrobe Master or Mistress to sign them out. They should be returned in good condition.
4. If you are the current production costumer you have free usage of the costume shop and the wardrobe items. It is your responsibility to leave the dressing rooms in the same condition in which you found them, so that the next costumer has an orderly environment in which to work.