

## TRAVELING WARDROBE SUPERVISORS INFORMATION FORM

### Part One: Production and Supervisor Contact Information

- 1A. Name of Production:
- 2A. Name of Wardrobe Supervisor:
- 2B. Wardrobe Supervisor Phone:
- 2C. Wardrobe Supervisor Email:
- 2D. Wardrobe Supervisor Preferred Method of Contact: - Email
- 3A. Name of Assistant Wardrobe Supervisor:
- 3B. Assistant Wardrobe Supervisor Phone:
- 3C. Assistant Wardrobe Supervisor Email:
- 3D. Assistant Wardrobe Supervisor Preferred Method of Contact: - Email

### Part Two: Wardrobe Personnel Information

- 4A. Number of Wardrobe Personnel Needed:
- 5A. Are all personnel hired to dress?: - No
- 5B. If not, which personnel are hired to do so?:
- 6A. How many hours per week does the laundry person work?:
- 6B. Can the laundry person also be a dresser on the show?: - No
- 7A. How many hours per week does the stitcher work?:
- 7B. Can the stitcher also be a dresser on the show?: - Yes
- 8A. Check if there is day work:
- 8B. If there is day work, for how many days a week? (Skip if the answer to question 8a is no):
- 8C. How many day workers are needed? (Skip if the answer to question 8a is no):
- 8D. Does that include the laundry person? (Skip if the answer to question 8a is no): - Yes
- 8E. Does that include the stitcher? (Skip if the answer to question 8a is no): - Yes
- 9A. Is there continuity call before each show?: - Yes hour before the half hour
- 9B. If so, for how long? (Skip if the answer to question 9A is no):
- 9C. If there is continuity call, for how many dressers? (Skip if the answer to question 9A is no):

**Part Three: Gender Breakdown and Show Needs**

10A. What is your ideal gender breakdown?:

10B. How many men would you need?:

10C. How many women would you need?:

11A. How important is the gender for the dressers?: -  Gender is not an issue

12A. Check if you need a Dry Cleaner:

13A. Check if you need a shoe repair place:

**Part Four: Additional Remarks**

Please write any special needs or special instructions for your production below:

Load in starts at 11:30 AM, laundry person will need to be part of it. First Show of each city has a 2 hour continuity to learn quick changes. Supervisor will reach out if Dry Cleaning is needed for a 24 hr turn around post show during mid week before load in to ensure things are set up and can happen during mid week. Will need shoe repair info depending on situations and if there are repairs that needs to happen