The Student Costume Designer shall design the costumes according to the following guidelines:

1. Conduct appropriate research and create designs and/or collages for each costume under the supervision of the Design Mentor and Director. Designs will be completed and approved at least one week prior to the beginning of the build process. This deadline will be set in advance by the Design Mentor and the Costume Studio Supervisor (CSS). The Student Costume Designer may be required to work extra hours in order to complete the costumes in a timely manner.
2. Attend production meetings regularly and attend at least one run through prior to dress rehearsals.
3. Pull costume items from stock as supervised by the CSS. Costumes are off-site and pull appointments must be scheduled with the CSS at least 24 hours in advance.
4. Shop and select fabrics/notions for designed costumes. The Student Costume Designer must schedule shopping trips with the Design Mentor. All purchases must be pre-approved by the Design Mentor. Shopping should be done during regular shop hours.
5. Schedule regular meetings with the CSS regarding the build/fitting/alteration concerns or questions.
6. Communicate effectively and thoroughly with the Makeup/Hair Designer and provide design examples and/or other necessary visual information.
7. Complete dressing lists, costume inventories, and other necessary paperwork prior to dress rehearsals. This paperwork should be given to the CSS in time for duplication and distribution.
8. Attend and watch all dress rehearsals and provide the CSS with specific, legible, and articulate notes regarding changes and/or finishing.
9. Show flexibility and be receptive to notes and/or concerns from the Director and Design Mentor.
10. Assist with the show strike.

I have read and understand the aforementioned rules and expectations regarding the fulfillment of the Student Costume Design Contract for ____________________________.

(insert name of MTSU production)

Signature  ____________________________________________

Date  ____________________________________________