



## COSTUME WELCOME LETTER

Welcome to First Stage! We're happy that you've been cast this season. I'm Jenny, the Costume Shop Manager. Please read the following information regarding your relationship with the costume shop.

### **Appointments:**

All Young Performers will be asked to attend 2 appointments before rehearsals begin, **measurements** and a **fitting**.

- All new Young Performers are required to come in for a **measurement** appointment, usually 8-12 weeks prior to rehearsals. During this appointment, we will be taking a variety of measurements of your Young Performer. Returning Young Performer families will be contacted about measurement checks. Young Performers should wear shorts or pants to their measurement appointment.
- Young Performers will be requested to come in for a **fitting**, as costumes are ready, generally a few weeks before rehearsals.

We ask that there are **no major hair modifications** - including dyeing or significant length changes - after your Young Performer's measurements are taken. Young Performers should feel free to ask about their hair during their fitting, and the costume designer will be happy to provide information about their ideas. As we get closer to tech, the designer may ask that they get a trim or haircut and will provide reference photos to your family.

Similarly, we ask that your Young Performer get **no new piercings** between now and when the show closes. Personal jewelry is not allowed on stage.

We run a professional costume shop, and time is a valued, limited resource - so we ask three things to allow us to do our jobs to the fullest extent:

- If you are running late to an appointment for any reason, *call the shop* (414-267-2920) so that we know and can make necessary adjustments. Appointments are generally booked back-to-back, and one actor showing up even 5 minutes late than significantly throw off the rest of the day's schedule.
- Parents and guests are kindly asked to wait outside of the costume shop during appointments.
- **Please add [jthurnau@firststage.org](mailto:jthurnau@firststage.org) to your safe list and make sure to check the email address provided on your audition sheet.** Email is the most efficient way to contact families for scheduling appointments. If you're unsure about the email address you provided, please send me a message to make sure I have your most up-to-date information.

Feel free to contact me with any questions or concerns. We look forward to working with you!

*Jenny*

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