

## **Costume for Theatre & Live Events**

### **Covid 19: Health & Safety at Work.**

#### **Glossary of Terms**

- Costume Designer: a creative team member hired to design what costumes the characters/ performers will wear on stage.
- Associate Designer: a creative who works assisting the designer in the realisation of the costume designs (can also act as costume supervisor)
- Costume Supervisor: a person who oversees the creation of the costumes within the budget and timeline set by the producers.
- Assistant Costume Supervisor: a person who assists the Costume Supervisor in their role.
- Costume Buyer: someone who is responsible for sourcing and purchasing retail elements of the costumes.
- Costume Coordinator/ Administrator: someone who manages the administration, financial elements and logistics for the costume pre production process.
- Production Sewer: someone who is hired to alter and remake costumes at high speed during the rehearsals and technical rehearsals
- Costume Interns: less experienced costume staff, often graduates working alongside experienced staff.
- Costume Maker: (Costumier/Costumer) a person (or company) who makes or supplies costumes. Either freelance or in a costume workroom
- Milliner: someone who makes hats/ headwear and accessories worn in the hair or on the head
- Costume Prop Maker: someone who makes more technical unusual elements of costumes that are not traditional clothing
- Costume Jewellery Maker: someone who makes custom costume jewellery
- Footwear Maker: someone who makes custom footwear for performers

- Dying & Breaking Down Artists: Textile specialists who work to change color/ texture and condition of fabric. Also, specialist in digital/ screen printing and hand painting of costumes
- Employer: a person or institution that hires employees. Employers offer wages or a salary to the workers in exchange for the worker's work or labor. One speaks of wages if the employee is paid by the hour and of salary if he is paid a set rate per pay period.
- Employee: a person who is paid wages or a salary to work for an organisation or for another person. Workers don't need to work full time to be considered employees—they simply need to be paid to work by an employer (the person or business that pays them).
- Freelance: often used in place of the term “self-employed”; a person who is not employed solely by one organisation, may be paid weekly or monthly on a fixed short term contract or can be paid for each service they provide or each piece of work they do.
- Self Employed: someone who organises their own work and taxes and are paid by people for a service they provide, rather than being paid a regular salary by a person or a firm.
- Wardrobe Manager/ Head of Wardrobe: a person responsible for (or in charge of the team responsible for) the care and maintenance of the costumes. Additionally, responsible for the day to day running and administration of the department.
- Wardrobe Deputy/ Deputy Head of Wardrobe: a person who assists the head of department and deputises the role in their absence
- Wardrobe Assistant: a person who assists with the maintenance of the costumes and the running of the show.
- Dresser: a person employed to assist actors in putting on and taking off their costumes
- Laundry Assistant: a person employed to complete the washing, drying, sorting, steaming and ironing of the costumes. Often also a dresser or wardrobe assistant.
- Production Manager: person responsible for managing all technical elements of a theatre show or live event
- Health & Safety Manager: a person who is responsible for all elements of managing health and safety in the workplace
- ABTT: Association of British Theatre Technicians

CITA : Costume In Theatre Association

- HSE: Health and Safety Executive
- Covid 19: coronavirus disease, a severe viral infection of the lungs characterized by fever, a dry cough, breathing difficulties, and fatigue
- Costume Production Staff: a team made up of (but not limited to) Costume Supervisor, Assistant Costume Supervisor, Buyers, Coordinators/Administrators, Production Sewers, Costume Interns.
- Resident Wardrobe Staff: a team made up of (but not limited to) Head of Wardrobe, Deputy Head of Wardrobe, Wardrobe Assistants, Dressers and Laundry Assistants
- Touring Wardrobe Staff: a team made up of (but not limited to) Head of Wardrobe, Deputy Head of Wardrobe, Wardrobe Assistants, Local Venue Dressers and Local Venue Laundry Assistants
- Costume Production: the pre-production period of time when a designer works with a supervisor and team to realise the costumes. Involving but not limited to designer, associates, supervisors, buyers, costumiers, milliners, dyeing and breaking down artists, prop makers, costume assistants, costume administrators.
- Risk Mitigation: reducing the level of risk in the workplace or work activity.
- Cohort Working: in relation to Covid 19. A group/ team of people kept working together to create a 'covid bubble'  
*For example in a Wardrobe department with a HOD, Deputy, and two assistants. Head of wardrobe would stay working in a shift pattern with one assistant, while the deputy would work with the other assistant.*  
*The point being to lower cross interaction between cast/crew/staff and build in resilience if a member of staff was to develop symptoms.*  
*If one person in one cohort group was to develop symptoms or be alerted to exposure via track and trace, only the members of that group would have to self isolate and the other cohort could continue working.*
- Performer: a person (actor/singer/dancer/comedian/host) who is on stage
- Front of House: auditorium, box office and foyer of a venue
- Box Office: where tickets are purchased/ collected from. Usually in the venue foyer
- Stage Door: entrance used by all venue, backstage, production and performing staff

- Outside Contractors: someone who provides a service to the costume or wardrobe department or venue: Including (but not limited to) Dry Cleaners, couriers, costume makers, cleaners, cobblers, equipment servicing professionals
- Contactless Delivery: a way of receiving goods without touching or coming into contact with the delivery person.
- PPE: personal protective equipment: see appendix for more details of appropriate PPE
- Track & Trace: Government term for recording movement of people in order to control the spread of CV19. Either an app or manually in the workplace, taking details of the arrival and departure time, date, name of person in the workplace, and full contact details. This information must be kept for 14 days.
- Anti Viral : An agent that kills a virus or that suppresses its ability to replicate and, hence, inhibits its capability to multiply and reproduce.
- Quarantine: an amount of time that a person or item is kept separate from others. In the context of costumes and fabrics with Covid19 this would be separated for 48 hours.

## **Appendix: Supporting Documents and External Links**

### **Collaborators:**

Catherine Kodicek: Chair of CITA, Freelance Costume Designer & Costume Supervisor, ABTT Safety Committee

Nikki Edmonds: Co-Chair of CITA, Freelance Costume & Production Coordinator & Touring Head of Wardrobe, ABTT Safety Committee

Claire Hartley: CITA, Head of Wardrobe "Harry Potter & The Cursed Child" London, ABTT Safety Committee

Claire Murphy: Scene-change, Freelance Costume Supervisor (Large Scale Independent Productions London & Touring)

Sabine Lemaitre: Scene-change, Associate Designer and Costume Supervisor 'Harry Potter & The Cursed Child' Global (large independent production)

Natasha Ward: Freelance Costume Supervisor (Large Scale Independent Productions)

Charlie Rungen: Freelance Production Costume Sewer, Costume Administrator & Production Coordinator (London & International Touring) Event Support UK

Caroline Hannan: Freelance Costume Supervisor & Head of Wardrobe (UK & International Touring)

Hannah Kinkade: Freelance Wardrobe Manager, founder/owner 'Go For Wardrobe' Wardrobe Crewing Agency (Arena & International High Profile Music Touring)

Kevin Kilmister: Freelance Head of Wardrobe (Arena Touring and Ballet )

Lucy Harris: Running Wardrobe Manager Glyndebourne Festival Opera (Producing House & Large Scale Touring)

Kate Griffin: Wardrobe Manager Donmar Warehouse (small west end producing house)

Joan Bingham: Dresser Liverpool Empire Theatre (large scale receiving venue)

Irene Faulkner Head Wardrobe Maintenance Liverpool Empire Theatre (large scale receiving venue)

Lorna Munro: Head Dresser Edinburgh Playhouse (large scale receiving venue)

Charlotte Simpson: Head of Wardrobe 'Sleepless' Wembley Troubadour (Independent Production)

Eleanor Dolan: Wardrobe Manager The Bridge Theatre: ( small off west end producing house)

Sarah Bown: Costume Supervisor 'English National Opera' (large scale producing house)

Claire Wardroper: Wardrobe Manager The Almeida ( Small NPO)

Lucy Walshaw: Wardrobe Manager The Royal Court (Small producing house)

Sadeysa Bailey: Freelance Costume Designer

Emma Shepherd: Deputy Head of Wardrobe 'Leopoldstadt' (independent production)

Nicky Martin Harper: Freelance Wardrobe Manager

Katherine Rogers: Dresser 'Hamilton' London (large independent production)

Jennifer Hayton: Associate Lecturer at University of the Arts London (London College of Fashion)

### **Independent Advisors:**

Richard Bradshaw: CMIOSH FIRSM CIWFM

Michael Anderson: CMIOSH MIFireE ABTT Safety Committee

Andrew Rungen: Freelance Production Manager: Event Support UK: International Large Scale Productions and Events

Upstage Theatrical Dry Cleaners: 30 years cleaning costumes for the industry. Pioneers of new techniques such as Ozone treatment

Stuart Graham: Global Technical Operations Manager: ATG

Meredith Tomkovitch: AVP of Live Entertainment: Resort World Genting

### **Costume In Theatre Association**

<https://www.costumeintheatre.com>

### **Scenecchange**

<https://www.scene-change.com>

### **ABTT**

<https://www.abtt.org.uk>

### **Upstage Theatrical Dry Cleaners: Ozone and Covid 19**

<https://tinyurl.com/yamx7cuf>

### **BAME community CV19 report**

<https://tinyurl.com/y6nql4cu>

### **Length of time CV19 can survive on surfaces**

<https://tinyurl.com/yankkxpu>

### **Cleaning Products & Laundry**

<https://tinyurl.com/yam69wnq>

### **UV Light & Covid 19**

<https://tinyurl.com/ybysh8r4>

### **Fogging**

<https://zoono.co.uk>

### **Antiviral spray**

<https://www.zoflora.co.uk>

### **Heat & Steam**

<https://tinyurl.com/ydcylut6>

### **Link to Supporting Documents and other useful information**

<https://tinyurl.com/ya8au3qp>

