

## University of Washington Costume Fitting Guidelines

### Before The Fitting:

It is the responsibility of the designer or their design assistant to set up the fitting minimum 30 minutes before the start of the fitting:

- Sketch and Research pinned to the wall
- Costume Binder with piece list, costume plot, and any additional paperwork
- Manila tags pre-labeled with:
  - Actor's Name
  - Character Name
  - Show title
  - Garment
- Fashion Fabric if built garment
- Any pulled or shopped items. The draper will bring any mock ups for built garments
  - Any pulled or shopped items should be measured for size prior to the fitting
  - Any shopped items should be removed from packaging and be ready to try on
- Accessories and undergarments including:
  - Shoes (removed from packaging and organized appropriately)
  - Bras/hosiery/socks/skin layers (laid out for actor)

### During the Fitting:

- In order to maintain a safe space:
  - Actor should change clothes in private and wear appropriate skin layers
  - Fitting Room door should be open as appropriate during the fitting
  - If the Fitting Room door is closed for modesty during the fitting, there should be at least three people in the room at all times (ie. Actor/drafter/designer or actor/designer/assistant etc)
- Bring the actor into your process and your design. Talk them through your sketch and listen to how they see the character
- Discuss with the actor any anticipated movement and ask them to do their most extreme movements to confirm that the clothes can accommodate them
- Discuss any quick changes with the actors and drapers and make necessary adjustments to the clothing
- Listen to the draper, actor, and your advisor, but remember the final decision is yours. Take responsibility for your choices
- Refer often to the touchstone of your vision for this character, whether it is your sketch, your inspiration, or your research
- Stay calm and focused. If you are feeling overwhelmed, it is okay to step out for a moment
- Keep an eye on the time allowed for the fitting
- Be aware of language used in fittings
- Be kind and courteous in the room. Fittings can be a vulnerable space for everyone
- Take photos of every look
- Write down any designer notes

**After the Fitting:**

- Make sure each piece of clothing has a manila tag. Clarify notes with draper after fitting
- Pin tags on appropriate garment, garments hang with front to the left, tags are pinned on the left facing out when hanging on the rack
- Put garments on the “work to do” rack or where draper indicates
- Clear & clean fitting room. The fitting room is a shared space and so needs to be cleared out after every fitting.