Dear Luna,

Congratulations on being assigned as Costume Designer for the UW School of Drama's production of *Fefu and Her Friends.* As you know, you will be supplying the specifications and the visual representations for the design within the parameters of the budget, schedule, and the physical limitations of the theatre, staff and shop. This memo is an attempt to consolidate and distribute a bunch of production information to assist you in that endeavor.

**Production Information**

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| --- |
| *Fefu and Her Friends*  Theatre: Meany Studio |
| Director: Valerie Curtis-Newton valcn@uw.edu |
| Scenic Designer: Wenzheng Zhang wzhan133@uw.edu |
| Costume Designer: Luna McMeen luna.mcmeen@gmail.com |
| Lighting Designer: Chun-yen Huang chunyen@uw.edu |

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager: Brittany Thomas britlthomas97@gmail.com

ASM:

**More Specific Design Information:**

**Costume Budget**: $2600.00

This includes all fabrics, trims, foundations, and linings for built   
costumes, wigs, shoes, and shoe repair, accessories, special make up   
needs, rentals, and purchased items.  Transportation costs above or   
beyond budgeted allocation, shipping and return shipping, damages or   
replacement on rentals also need to be considered from this budget.    
Specific shop supplies are also included depending on the needs of the   
production.

**First Look at Preliminary Designs: 6/25**

**Bidding Package Due: 7/23**

**Final Designs Due: 9/5**

**See Attached for more specific information**

**Costume Shop Schedule:**

Show in Shop: 10/8 to 11/16

Last Day for Notes: 11/27

Strike: 12/10

Return Borrowed Items within 5 Days of Dry Cleaning Return

**1st Technical Rehearsal: 11/17 –** The first day of tech will be an 8.5 out of 10 Saturday tech followed by 4 hour techs on Monday and Tuesday (all with costumes) then Thanksgiving break through Saturday. Resuming Sunday with an afternoon rehearsal and then culminating in a Preview Sunday November 25, Monday 4 hour Rehearsal, Tuesday Preview November 27

**Opening Night: 11/28/2018 7:30pm and the show runs through December 9, 2018**

**Advance Photos:** are taken during the rehearsal process often just before rehearsals normally featuring up to 3 actors. You will work with the constituent relations officer, currently Bobbin Ramsey, on this.

**Production Meetings:** will be scheduled weekly beginning the week 10/22 generally after 4:30pm on Wednesday or Thursday afternoons

**Show and Tell:** 10/2- 4:30pm – 6:00pm in Hutchinson 218

In concert with your fellow designers and the director, please be prepared to present concepts and visual representation of your design to a gathering of graduate students, faculty and staff.

**If** you have any questions about this information please speak to Josie Gardner 206-543-5246, jogard@uw.edu or Anne Stewart 206-543-0790 [astewart@uw.edu](mailto:astewart@uw.edu) . It is important that you meet your deadlines and are prepared with as complete a design as possible for the Shop Manager to bid. Please sign one of the copies of this letter below to indicate that you have read and understood this information and return to Anne at Box 353950.

No funds will be spent on the show prior to receiving signed letters from director and designers.

Thank you,

Anne Stewart

General Manager for Production \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Josie Gardner

Costume Shop Manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Luna McMeen

Designer \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_