Dear Rhoya:

Congratulations on being assigned as Costume Designer for the UW School of Drama's production of *…And Hilarity Ensues…*. 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**

|  |
| --- |
| *And Hilarity Ensues…* by EnsembleTheatre: Hughes Penthouse |
| Director: Bobbin Ramsey bobbin\_ramsey@comcast.net  |
| Scenic Designer:  |
| Costume Designer: Rhoya Selden rselden@uw.edu |
| Lighting Designer: Matt Webb mattwebb@uw.edu |

Sound Designer:

Technical Director: Alex Danilchik alexd@uw.edu

Stage Manager: Melody Donais melody.donais@gmail.com

**More Specific Design Information:**

**Costume Budget**: $2000.00

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: 3/11/16**

**Bidding Package Due: 4/1//16**

**Final Designs Due: 4/8/16**

**See Attached for more specific information**

**Costume Shop Schedule:**

Show in Shop: 4/25-5/13

Last Day for Notes: 5/24

Strike: 5/31

Return Borrowed Items within 5 Days of Dry Cleaning Return

**Production Meetings:** will be scheduled weekly beginning the week of 4/18.

**Show and Tell:** 3/28 - 4:30pm – 6:00pm at Penthouse Theatre

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 . 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 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rhoya Selden

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