

## **Costume Running List**

Upstage Costume Assistant  
Milton Court Studio Theatre  
Updated **10/02/2020**  
Final Version



### **NOTES**

- Call time: 2 ½ hours before curtain up (17.00 or 11:30 on two show days)
- Full blacks must be worn from the half hour call, this includes long sleeves/socks
- Average performance running time is 1 hour 18 minutes
- If a hanger is not being used in the onstage portal, put it in the shoe rack because they knock off easily and then make lots of noise!
- Garments not to iron include:

All coats, all hoodies, Maddy's dressing gown, Maddy's pyjama bottoms, Maddy's knitted coat, Maddy's rehab tracksuit, Rory's loungewear top, Rory's loungewear shorts, Stranger Stoner's ACDC t-shirt, Stranger Stoner's jeans.

### **PRE SHOW**

- Arrive in Milton Court Level -2 Running Room
- Anything still damp from the overnight air dry should go into the hotbox to dry.
- Alternate every show but one costume assistant to complete the ironing as the other starts setting back according to the 'Costume Setting List' document. Please also see the list in the notes section above about garments not to iron.
- Pre set all costume items before the half hour call as per the 'Costume Setting List' document; this can be found in the Costume Bible.
- Shout check all items on the setting list and sort if not.

### **AT THE HALF**

- Ensure all performers are there; inform the stage manager (Em Davis) if there is an absence for the half hour call.
- Make sure to welcome them in and check in if they need anything or want to run any quick changes etc.

### **AT THE QUATER**

### **AT THE FIVE**

### **AT BEGINNERS**

- As the actors exit the dressing room to enter the studio theatre, check that they are all in the correct outfit with all accessories and that they are dressed with shirts tucked in, collars down, jackets straight, lint rolled, looking presentable etc.
- Once actors have entered the studio theatre, wait in the upstage left corridor airlock for first change.

<b>SCENE 1) Kitchen Diner</b>	
<b>Time</b>	<b>Action</b>
00:00	- Start timer after hear buzz crescendo on first line "I'm telling you..."
<b>SCENE 2) Soft Play</b>	
	<b>USL Corridor – Rory</b>
07:10	<ul style="list-style-type: none"> <li>- Takes off his own mustard jumper and teal short sleeved shirt</li> <li>- Pass Mackenzie red &amp; blue cheque shirt and assist with buttoning up</li> <li>- To take his own grey trainers off</li> <li>- Lay out brown Oxfords untied and assist with tying the laces up</li> <li>- Check he has red box w/papers</li> </ul>
10:30	<ul style="list-style-type: none"> <li>- Set teal shirt on USL Corridor Rail and mustard jumper in laundry basket</li> <li>- Collect Rory's grey coat and grey trainers</li> <li>- Check he is ready and acknowledge standby Q light</li> <li>- Open door for entrance and follow Rory but walk to the US portal</li> <li>- Set grey trainers in shoe rack and coat on SL chairs</li> </ul>
<b>SCENE 3) Kitchen Diner</b>	
<b>SCENE 4) Out of Space and Time</b>	
12:30	<ul style="list-style-type: none"> <li>- Blue jumper off US portal wall, and put hanger in shoe rack top row</li> <li>- Collect Rory's coat and sit on USR chair stack with jumper and coat</li> <li>- Once Bella and Dave enter, swap to stand with back against USL flat</li> </ul>
13:45	<p style="text-align: center;"><b>US PORTAL – Rory (QUICK)</b></p> <ul style="list-style-type: none"> <li>- Facing SR, roll up jumper back</li> <li>- Mackenzie will exit, re-enter with chairs for scene change then exit</li> <li>- Place blue jumper over Mackenzie's head and pull the bottom down</li> <li>- Untuck shirt collar from under jumper and check sleeves are down</li> <li>- Hold out Reiss coat, right arm in first and then check the collar</li> <li>- Hand the brown work bag from prop shelves and final check</li> </ul>
<b>SCENE 5) Supermarket Café</b>	
18:20	<ul style="list-style-type: none"> <li>- Take dark blue striped top off wall and keep hanger in hand</li> <li>- All costume items hanging, move over 2 screws to clear for SR curtain</li> <li>- Rory exit in US portal and assist taking coat off</li> <li>- Set Rory's coat on hanger, SL of US portal on 2nd screw from the left</li> </ul>
<b>SCENE 6) Public Toilet</b>	
	<b>US PORTAL – Maddy (QUICK)</b>
21:00	<ul style="list-style-type: none"> <li>- Facing SR, roll up back of dark blue striped top and hold open</li> <li>- Page US portal right curtain for Sophie's exit</li> <li>- Sophie will throw bunny into washing basket then take cardigan off</li> <li>- Lift ochre blouse from bottom and throw on table</li> <li>- Immediately, put dark blue striped top over Sophie's head</li> <li>- Immediately stand out the way SL in the US portal for her entrance</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Set blouse and cardigan in washing laundry basket USR</li> <li>- Working baby monitor from US prop shelves and take to USL corridor</li> </ul>

<b>SCENE 7) Garden</b>	
	<b>USL Corridor – Rory</b>
F/O	<ul style="list-style-type: none"> <li>- Set working baby monitor in red toy basket</li> <li>- Assist Mackenzie changing into orange cheque shirt and grey cords (he normally has changed and will just be putting Oxfords back on)</li> <li>- Hang blue cords on rail and set shirt and jumper in laundry basket</li> <li>- Acknowledge standby Q light</li> <li>- Page door open on green Q light, not when Mackenzie says to open</li> </ul>

<b>SCENE 8) Kitchen Diner (Yeast)</b>	
	<b>USL Corridor – Stranger Police Officer</b>
23:50	<ul style="list-style-type: none"> <li>- Set Dave's black patent shoes facing towards running room</li> <li>- Check back trousers has belt threaded and shirt has epaulettes</li> <li>- Dave will undress himself of both shirt, chinos and beige socks</li> <li>- Make sure that Charity Worker's outfit goes into the laundry basket</li> <li>- Hold out white pilot shirt w/epaulettes then the black trousers</li> <li>- Assist with doing up buttons as Dave fastens his trousers and belt</li> <li>- Black socks underdressed and Dave will step into Oxford shoes</li> <li>- Clip on black tie then assist with tying shoe laces</li> </ul>
27:15	<ul style="list-style-type: none"> <li>- Follow Dave round to US portal and collect US ASM's washing basket</li> <li>- Immediately exit back into USL corridor and walk DS to airlock</li> </ul>

<b>SCENE 9) Police Station</b>	
28:10	<ul style="list-style-type: none"> <li>- On transition music into police station enter theatre from airlock</li> <li>- Wait for Q/C to complete and DS ASM to welcome you into DS portal</li> <li>- Leave washing basket on chair and collect Maddy's coat from floor</li> <li>- DS costume assistant will pass you dressing gown and PJ bottoms</li> <li>- DS ASM will pass you Maddy's hairclip and the working baby monitor</li> <li>- Exit the DS portal and walk to USL corridor with all items given to you</li> </ul>

<b>SCENE 10) Kitchen Diner (Kermit)</b>	
29:40	<ul style="list-style-type: none"> <li>- Set working baby monitor on SM's music stand</li> <li>- Set Maddy's hairclip in dressing gown pocket and hang all over rail</li> <li>- Set Dave's colleague shoes facing towards running room</li> </ul>
31:05	<b>USL Corridor – Stranger Colleague</b>
	<ul style="list-style-type: none"> <li>- Dave will undress himself of both shirt, trousers and black socks</li> <li>- Make sure that Police Officer's outfit goes into the laundry basket</li> <li>- Hold out white and blue striped shirt then bright blue suit trousers</li> <li>- Assist with doing up buttons as Dave fastens his trousers</li> <li>- Invisible socks underdressed and Dave will step into shoes</li> <li>- Hand Dave working baby monitor</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Collect Maddy's clothes from rail and follow Dave round to US portal</li> <li>- Set Maddy's coat on 1st screw on SL of US portal on hanger</li> </ul>

<b>SCENE 11) Out of Space and Time</b>
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<b>SCENE 12) Kitchen Diner (Colleague)</b>	
37:00	<ul style="list-style-type: none"> <li>- Set hair clip on the ledge of USR flat on top of the tissue pre set</li> <li>- Broken baby monitor in left pocket of dressing gown and pass to ASM</li> <li>- Roll up pyjama bottom legs to 2 holes easy to slip feet into</li> </ul>
39:05	<p style="text-align: center;"><b>US Portal – Maddy (VERY QUICK)</b></p> <ul style="list-style-type: none"> <li>- Facing SR, have left arm in right leg hole and stretch open left leg</li> <li>- Sophie steps her left leg into hole and then old open right leg hole</li> <li>- Once both feet are through the holes, pull pyjamas up to her waist</li> <li>- Sophie will take Zara blouse off and ASM to hold open dressing gown</li> <li>- US ASM will put on dressing gown right arm first</li> </ul>

<b>SCENE 13) Kitchen Diner (Nightmare)</b>	
40:00	<ul style="list-style-type: none"> <li>- Zara blouse to USR laundry basket and collect slippers from shoe rack</li> <li>- Sit on SR chair stack until Stranger enters in 'Jim'll Fix It' song</li> </ul>
43:25	<p style="text-align: center;"><b>US Portal – Rory (VERY QUICK)</b></p> <ul style="list-style-type: none"> <li>- Place Rory's slippers facing SR and stand facing SL</li> <li>- Mackenzie will kick off his shoes, move these under the table</li> <li>- Unbutton Mackenzie's shirt as he unfastens his trousers</li> <li>- Receive his trousers and move to the side as he steps into his slippers</li> <li>- <b>QUICKLY PLACE ALL COSTUMES ON THE TABLE</b> (all chairs are needed)</li> <li>- <b>QUICKLY FOLLOW DAVE TO USL CORRIDOR AND RUN TO DS PORTAL!</b></li> </ul>

<b>SCENE 14) Kitchen Diner (Loungewear)</b>	
F/O	<ul style="list-style-type: none"> <li>- Take yellow flip flops from DS shoe rack and place on floor facing SR</li> <li>- Take light blue striped top off wall and roll up the back and face SL</li> </ul>
(F/O) 44:50	<p style="text-align: center;"><b>DS Portal – Maddy (VERY QUICK)</b></p> <ul style="list-style-type: none"> <li>- Sophie will take dressing gown off and pass to DS ASM to put on chair</li> <li>- Place top over her head as DS ASM pulls pyjama bottoms down</li> <li>- Open her right flip flop so she can step in</li> <li>- Repeat and open her left flip flop</li> <li>- Pass her the mustard handbag that is to your right by DS prop shelves</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Take a second to breathe – the hardest part is now over!</li> <li>- Hang up pyjama bottoms and dressing gown on DS portal wall</li> <li>- Walk to the level -2 running room</li> </ul>

<b>SCENE 15) Community Hall</b>	
47:15	<ul style="list-style-type: none"> <li>- Wet the yellow t-shirt with the spray bottle – be creative with the stain</li> <li>- Collect mustard shoes from USL corridor rail and go to US portal</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Help Mackenzie putting on his Reiss coat in US portal</li> <li>- Check completed change into orange cheque shirt and grey cords</li> </ul>

<b>SCENE 16) Community Hall (After the meeting)</b>	
F/O	<ul style="list-style-type: none"> <li>- Ask Mackenzie if he has underdressed the blue shorts</li> <li>- Place yellow t-shirt on table, with the back rolled up</li> <li>- From shoe rack, place grey trainers, mud pot and a tissue on table</li> </ul>

<b>SCENE 17) Kitchen Diner</b>	
55:20	<p style="text-align: center;"><b>US Portal – Rory (QUICK)</b></p> <ul style="list-style-type: none"> <li>- Grey trainers onto floor facing SR</li> <li>- Mackenzie will exit and place props on the table and kick off shoes</li> <li>- Assist with unbuttoning shirt as Mackenzie unfastens his trousers/belt</li> <li>- Move brown Oxfords under table as Mackenzie puts on grey trainers</li> <li>- Put yellow t-shirt over head (this is cold so he will react a bit)</li> <li>- Mackenzie will put foot on table and with the end of your finger get a tiny dot of mud makeup and rub onto lower knee then smear down</li> <li>- Repeat mud makeup on the other knee and final check of change</li> <li>- Clean hands with the tissue and put makeup and tissue in shoe rack</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Maddy exit US portal and take yellow flip flops off, put into shoe rack</li> </ul>

<b>SCENE 18) Kitchen Diner</b>	
F/O	<ul style="list-style-type: none"> <li>- Set Oxfords facing SL and mustard jumper off wall with back rolled up</li> <li>- Check iPhone in right pocket of grey cords and put on top of shoes</li> <li>- Set Reiss coat on SR chair stack with arms right way out etc.</li> </ul>
58:00	<p style="text-align: center;"><b>US Portal – Rory (VERY QUICK)</b></p> <ul style="list-style-type: none"> <li>- Page US portal right curtain for exit with beanbag</li> <li>- Throws beanbag to US of portal, kicks trainers off and takes t-shirt off</li> <li>- There's a towel in shoe rack if he wants to dry (not normally though)</li> <li>- Place mustard jumper over Mackenzie's head</li> <li>- As he puts arms in, pick up grey cords and then pass to him</li> <li>- Make sure Oxfords are accessible and assist with doing up belt</li> <li>- Hold out coat right arm first, check collar and pass bag from shelves</li> <li>- T-shirt into USR laundry basket</li> </ul>

<b>SCENE 19) Out of Space and Time</b>
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<b>SCENE 20) Kitchen Diner</b>	
01:02:00	<ul style="list-style-type: none"> <li>- Clear behind USR flat - beanbag SR more and shopping bag to table</li> <li>- Set mustard slip on shoes on top of blue blanket on beanbag</li> <li>- Pre set Rory's rehab jacket hanging on SR corner of SR chair stack</li> <li>- Maddy's tracksuit from US portal wall and all hangers to shoe rack</li> <li>- Set hoodie face down over shoes on beanbag, hood furthest away</li> <li>- Set tracksuit bottoms concertinaed facing SR, in line with edge of flat</li> <li>- Collect grey slippers from shoe rack and set in facing SR</li> <li>- Check that a tissue and hairclip are set on ledge of USR flat</li> <li>- Sit on beanbag, in anticipation of change crouch holding bottoms</li> </ul>
01:05:50	<p style="text-align: center;"><b>US Portal – Maddy (QUICK)</b></p> <ul style="list-style-type: none"> <li>- Hold out tracksuit bottoms for Sophie and pass them to her to step in</li> <li>- Turn around and pickup grey hoodie whilst she takes off t-shirt</li> <li>- Hold out hoodie for Sophie to slip her arms into as she steps into shoes</li> <li>- Check bottoms aren't pulled up too high and adjust accordingly</li> <li>- Sophie to sort the back of her shoes out – left foot first</li> <li>- Tuck up jeans under tracksuit bottoms – left foot first</li> <li>- Sophie to put hairclip in and say there's a tissue to her left if needs be</li> </ul>

SCENE 21) Rehabilitation Centre	
F/O	<ul style="list-style-type: none"> <li>- Blue t-shirt into USR laundry basket</li> <li>- Set mustard shoes facing SR in line with edge of the USR flat</li> <li>- Teal blouse off USR flat and hanger to laundry basket</li> <li>- Roll up the back of teal blouse and hold in the centre back of collar</li> </ul>
01:11:00	<p style="text-align: center;"><b>US Portal – Maddy (VERY QUICK)</b></p> <ul style="list-style-type: none"> <li>- Pull bottoms down as Sophie kicks shoes off and takes hoodie off</li> <li>- Both try to get feet out of bottoms – left first (its not easy!)</li> <li>- Place teal satin blouse over head and check the correct way out</li> <li>- Sophie take hairclip out and step into mustard slip on shoes</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Grey tracksuit and shoes to laundry basket</li> <li>- Reiss coat from SR chair stack and pass to Poppy – exchange for bag</li> </ul>

SCENE 22) Supermarket Café	
01:13:15	<ul style="list-style-type: none"> <li>- Turn Maddy's coat around and hang up – check belt is even</li> <li>- Take coat off hanger and place hanger in shoe rack 2nd row</li> </ul>
01:14:10	<p style="text-align: center;"><b>US Portal – Maddy (QUICK)</b></p> <ul style="list-style-type: none"> <li>- Page US portal right curtain for exit with shopping bags</li> <li>- Hold out coat, right arm first</li> <li>- Hand Sophie bunny toy and Joshua's coat from US prop shelves</li> </ul>
F/O	<ul style="list-style-type: none"> <li>- Exit US portal and wait in USL corridor</li> </ul>

SCENE 23) Nursery	
Curtain Call	<ul style="list-style-type: none"> <li>- Hold open USL door on applause and shut after 4 company exit</li> </ul>

POST SHOW	
<ul style="list-style-type: none"> <li>- Empty USL corridor laundry basket into the 2 washing machines, 1 lights wash and 1 darks wash.</li> <li>- On house clear, collect laundry basket from USR portal, returning grey slip on rehab shoes to US shoe rack on the way. Also collect orange cardigan from breakfast bar and make sure DS portal is clear too.</li> <li>- Knock and enter dressing room 1 and collect all items to be washed including socks and vests from baskets. Also make sure that all jewellery and accessories are left in baskets after every performance.</li> <li>- Divide the 2 laundry baskets into the lights wash and darks wash. DO NOT MACHINE WASH Maddy's ochre and Zara blouses – these are handwash only.</li> <li>- Put the washes on a quick wash (roughly 31 minutes)</li> <li>- Whilst waiting, tidy the dressing rooms and pre set shoes if there's time</li> <li>- Once the final spin is complete, take all washing out, shake each garment and then hang it up to air dry on the 2 rails in the level -2 running room.</li> <li>- Then wait to be dismissed by costume supervisor (András Jacobs).</li> <li>- If it is a <b>matinee performance</b>, no washing is done, just collect the ironing.</li> </ul>	