WARDROBE REQUEST FORM

Producer: Cell Phone: 
Director: Cell Phone: 
Student year: □ 1 □ 2 □ 3 □ 4
Wardrobe Charge: Position: 
CWID#: Phone: 

Key Dates and times:
Date(s) Needed: 
Shoot Dates: 
Expected Date of Return (please allow one week for cleaning):

Brief description of wardrobe items:

Signatures: 
Student Filmmaker: ___________________________ Date: ____________ 
Costume Collection Manager: ___________________________ Date: ____________ 
Art Dept. Faculty Mentor (if applicable): ___________________________ Date: ____________ 
Head of Production (required): ___________________________ Date: ____________

*Level of assistance provided by director’s year in school:

- 1st year director: none
- 2nd year director: accessories, any unusual items not easily found (pregnancy/fat pads)
- 3rd year director: costumes & accessories for up to three main characters
- 4th year director: full cast unless there are a high number of extras

**Make appointments one week in advance. A large cast will require more lead time.

- Bring research (pictures, etc.) with you. This will provide a better understanding of what is envisioned.
- Have accurate sizes or better yet your talent. One size does not fit all.
- Appointments are made through the Collection Manager, ________. Please make contact by E-mail @ ________. Only those with appointments will be assisted. Those without appointments will be turned away.

Keep in contact if there are any problems that arise.

*** Head of Production signature is required before release of costumes.