



Costume Policy

Version	1
Drafted by	Jo McDonald
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Approved on	
Reviewed on	
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Introduction

Move Through Life (“MTL”) stages dance performances for classes and performance companies, and as part of that provides costumes for dancers

Purpose

The purpose of this document is to provide guidance to teachers, choreographers, dancers, and anyone involved in designing, ordering, making, or adjusting costumes.

Policy

Responsibilities

Company directors

Role description	The people registered with ASIC as Directors of the Company
Incumbent	Jo McDonald and Anne Stewart
Responsibilities	<ul style="list-style-type: none">• Approve the policy and review annually.• Consult with contractors and clients as to the relevance of and adherence to the policy and amend the policy as and when required.• Circulate the policy to contractors and clients and publish the policy in a manner which is accessible to members of the general public.• Take reasonable steps to ensure the policy is adhered to in all dance activities overseen by MTL, either directly or through delegated authority.

Performance director

Role description	The person responsible for directing and managing the performance.
Incumbent	Jo McDonald
Responsibilities	<ul style="list-style-type: none">• To develop the overall concept for the performance• To manage and oversee all elements of the performance project, including timeline, roles, people, budget, resources• To provide final approvals

Offering dance classes for adults in five locations – Clarence Park, Glengowrie, Henley Beach, and Seacliff

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Wardrobe Manager

Role description	The person responsible for sourcing and managing costumes
Incumbent	Anne Stewart
Responsibilities	<ul style="list-style-type: none">• To liaise with the teachers and Performance Director to ensure all dancers are costumed• To manage the costume budget• To source costumes, including ordering and coordinating any costumes that need to be made or adjusted• To organise ordering, receipt, fittings, distribution, adjustments, returns of costumes• To organise and track receipt of payment for costumes from dancers• To report to the Performance Director about financial matters associated with costumes• To liaise with teachers and dancers about status of costumes

Teachers

Role description	Teachers at the studio who are responsible for preparing dances for their classes to be performed.
Responsibilities	<ul style="list-style-type: none">• To develop a concept for costumes for their classes• To consult with dancers about costume ideas to ensure they are comfortable and confident with the costume and price before the costumes are ordered• To liaise with the Wardrobe Manager about ordering costumes

Dancers

Role description	Dancers who participate in our performance projects, including performances for classes and our performing companies.
Responsibilities	<ul style="list-style-type: none">• To ensure costumes are cared for leading up to the performance so there is no damage to the costume• To be responsible for ensuring all costume items are brought to the performance and put on correctly• To be responsive and aware during the consultation phase to avoid being dissatisfied later• To be supportive and constructive in any discussions around the costumes with any other party.

Policy precepts

Body diversity and positive experiences

It is important that dancers have a positive experience performing, and as such, they should feel comfortable and confident in their costume.

In accordance with stance on valuing all bodies and body diversity, costumes need to take into account different body types, and whether the dancers feel comfortable with certain parts of their body exposed.

All costumes need to be an appropriate size for dancers. It is not acceptable for dancers to be asked to wear a costume that is too small and inhibits movement or risks exposure of certain body parts.

Part of valuing body diversity in costuming includes:

- Choosing costumes that come in the appropriate range of sizes for that group of dancers. This includes ensuring that size charts are checked based on measurements, not categories (eg small, large, XL etc)
- Providing options for dancers to adapt the costume for their body, such as choosing a colour and allowing dancers to have variations to meet their needs (such as a top that allows a dancer to wear a supportive bra).

Costume pricing

We also recognise that affordability may be an issue for some dancers, and strive to

- choose costumes in a moderate price range (ideally under \$100 for a full costume)
- consult with dancers about whether they can afford the price before making final decisions
- offering the option of completing a 'payment difficulties and financial hardship form' so we can sponsor any dancers who can't afford the costume fee.

Costume returns and replacements

We will strive to do our best to ensure dancers are comfortable and confident in their costumes, but cannot guarantee that all dancers will love their costume, and will not change or return costumes if dancers decide after they've been received that they don't like their costume.

The only reasons a costume can be changed once the costume is received is if:

- it is not functional in the way it needs to be
- the sizes are inaccurate compared to what was advertised
- they do not look as advertised
- there is another reason and the Performance Director has exercised their discretion to make an exception.

If this is the case

- the Teacher and Wardrobe Manager can discuss it to see if it can be fixed or an alternative ordered
- the Wardrobe Manager will need to be able to return or onsell the costumes

- the Wardrobe Manager will liaise with the Performance Director to have final approval on changing the costume as the time taken to return, onsell, or fix costumes needs to be considered, as well as the quantity of costumes that this needs to happen with.

Procedure

Costume concept

- The teacher of each class comes up with a costume idea that is in accordance with the overall performance theme and the theme of the particular dance.
- Before costumes are selected, teachers will consult with the dancers regarding whether they would feel comfortable and confident in that costume and whether the price is affordable.

Sourcing costumes

- Once the teacher has done this, they will liaise with the Wardrobe Manager, who will source costumes based on the teacher's concept, the price range agreed by the dancers, and the size range of the dancers.
- The wardrobe manager then liaise with the teacher to decide on the preferred costume and with the Performance Director for final approval.
- The teacher may also show the selected costume to the students again to check in about affordability and suitability.
- At this point, the wardrobe manager will order the costumes. If the chosen costumes are not available, this process will be repeated.

Payment of costumes

- Once costumes are ordered, the wardrobe manager will calculate the costume fee for each dancer, based on the cost of the costumes, delivery fees, credit card / direct debit fees, and a percentage for the administration time in sourcing, ordering, and shorting out costumes.

Distribution of costumes

- Once the costumes arrive, the wardrobe manager will put together any multiple pieces of costumes together for each dancer. If a dancer is in more than one dance, their costume will be put together.
- A time will be arranged by the wardrobe manager for dancers to come and try on and collect their costumes. Any adjustments that need to a costume are the responsibility of the dancer.
- The wardrobe manager will keep a list of the names of all dancers, and track collection and payment of costumes.
- If any costumes have any part of the costume used from our costume collection, the wardrobe manager will also track returns, including setting a due date for returns, the process for returns (ie who will collect or receive the costumes, where the costumes are to be placed once received/returned, and marking off that the costume and all items have been returned).

Return of costumes

- Once costumes have been ordered and received they are final. If students are not happy with the costume, they are welcome to advise their teacher or wardrobe manager of their concerns. The

teacher, wardrobe manager, and director will then discuss whether to make changes, and whether students will still be charged for the unused costume.

Related Documents

Review

This policy will be reviewed annually by the MTL Directors and amended as appropriate.