FOUR HOUR CALL

- Remove clothes from washing machines
  - NOTE: Access to laundry requires swipe card clearance, DO NOT close the door to the room with the washing machines, as you will not be able to get back in.
- Place all clothes in to the dryers
  - Two loads, done simultaneously, using both dryers (one load colours, the second load whites)
- Go to the dressing rooms and Vodka spray costume elements, outlined in the Costume Maintenance and Hang/Wash Breakdown V4 document
  - Margaret: brown overcoat, black skirt
  - Jean: white knitted sweater, grey cardigan, black overcoat, maroon sweater
  - Dottie: fat suit, mustard cardigan, granny-square cardigan, grey/brown checkered overcoat, pink cardigan
  - Kate: white turtle neck sweater
  - Stevie: blue/grey bomber jacket, maroon hoodie, grey hoodie
  - Mike: white lab coat, dark grey pullover sweater
- **Double check that all jewelry, and accessories are in the dressing rooms**
  - Margaret: name badge, blue scrunchie, turtle clip, black bag
  - Jean: blue hair clip, brown bag
  - Dottie: pink sunglasses
  - Kate: wedding ring, engagement ring, ring, earrings
  - Stevie: green backpack
  - Mike: silver tie clip, wedding ring
  - Locate any missing accessories

THREE HOUR CALL

- Collect all washing from the dryers, place them into the male and female washing baskets
  - Remove any lint from filters in the dryer
- Air out all washing and iron any clothes that require it
  - **All buttoned shirts are to be ironed, prioritize shirts worn in Act 1 Scene 1 – 3**
    - Refer to Detailed Costume Breakdown V4 document
  - **Lab Coat is to be Ironed each show. Ensure that it is Crisp**
  - Hang costumes on hangers in the dressing rooms, in order of costumes worn on stage

TWO HOUR CALL

- Double check and ensure that all costumes and accessories are in the dressing rooms and nothing is missing
- Inspect all costumes for any maintenance needed
  - Dottie’s shoes (soles) may break – reapply shoe glue if needed
  - Double check that Kate’s jewelry is taped so that they fit on her fingers
- Attend to any maintenance if required
ONE HOUR CALL

- **Steam clean the sofa before each show**
- Assist with Dottie’s Special Effects Make-up
- Be available to assist cast with their costumes and attend to any issues/maintenance that may arise

FIFTEEN MINUTE CALL

- Ensure all actors are in their correct costumes for Act 1 Scene 1 - 3, as per the *Detailed Costume Breakdown V4* document

SHOW

- Be available in the green room/dressing to assist cast with their costumes and attend to any issues/maintenance that may arise
- Ensure cast in the green room are in correct costumes for Act 1 Scene 4, as per the *Detailed Costume Breakdown V4* document
- Ensure cast in the green room are in correct costumes for Act 2 Scene 1, as per the *Detailed Costume Breakdown V4* document
- Ensure cast in the green room are in correct costumes for Act 2 Scene 2, as per the *Detailed Costume Breakdown V4* document

POST SHOW

- Ensure all costumes are returned to the dressing rooms, as per the *Detailed Costume Breakdown V4* document
- Ensure all accessories and Jewelry are returned to the dressing room
  - Margaret: name badge, blue scrunchie, turtle clip, black bag
  - Jean: blue hair clip, brown bag
  - Dottie: pink sunglasses
  - Kate: wedding ring, engagement ring, ring, earrings
  - Stevie: green backpack
  - Mike: silver tie clip, wedding ring
    - Locate any missing accessories
- Ensure all costumes are hung on the costume racks and that the dressing rooms are clean
- Inspect costumes for any maintenance requirements, make note of them and attend to them before washing the costumes
- Collect all costumes that require washing, as per the *Hang/Wash List V4* document, place them in the male and female washing baskets
- Turn off all the lights and general power outlets from the dressing rooms
- Take washing to the laundry and wash all the clothes, in accordance to the *Costume Maintenance* and *Hang/Wash List V4* document
  - Washing is done in two loads, simultaneously, split into colours and whites