

Please note that all course descriptions and curriculum detail herein are subject to change. Instructors may present course content in different sequence and/or otherwise vary course content and structure according to their wishes. Specific classes may or may not be taught on all campuses, and may be consolidated and/or eliminated due to demands of attendance, staffing, equipment, facilities, and/or space.

Wardrobe Training Program

Objective: To train Connecticut residents in the basic duties and practices of the wardrobe department, along with a basic introduction to costume design.

Program Synopsis: The first week will involve an overview of the department, along with detailed lessons on the duties of the wardrobe department in prep (pre-production), during shooting, and during wrap (post-production). Lessons will be taught in research, script breakdowns, fitting, and altering clothing.

The second week will include lessons on continuity books and taking pictures, along with a two-day exercise where trainees will work in wardrobe for a two page “movie,” doing everything from setup to breakdown.

The following lesson plan defines specific subjects to be covered in the training program and is required as a basis for instruction for each component. Within the described daily and weekly framework of the program, the grantee and/or hired instructor are encouraged to supplement the curriculum as they see fit.

Because all feature film positions and departments are not currently included in the training program, the use of guest speakers is encouraged as an enhancement to the lesson plan. Recommended guest speakers for the Wardrobe Training Program include: First Assistant Director, Costume Designer, and Accountant.

Required Text: Costuming For Film: The Art And The Craft, by Holly Cole and Kristin Burke, Silman James Press, 2005.

Half-Day Introductory Lecture Wardrobe Department

Wardrobe Department

- Job Categories within the Department
- Costume vs. Wardrobe
- Pre-production, Production, & Post-Production
- Working with Costume Vendors
- The Ridiculous Schedule
- Workflow of Department

- Fitting Actors
- Department Paperwork

Wardrobe Exercises

- Instructor will Demonstrate Fitting of Actors
- The Psychology of Actors
- Trainees will Examine Rack Organization
- Discussion of Continuity

Week One, Day One

9:00 – 9:30am: Opening Remarks by Instructor

9:30 – 10:25am: Life in the Business, Part 1

- Crazy schedules
- Good for people who like new challenges
- Lots of setting up and moving
- Dirty work in every department
 - Exercise: use dirt to age an actor, to show work can be messy
- Freelance lifestyle
 - Long hours, low pay

10:25 – 10:35am: Break

10:35 – 12:00pm: Life in the Business, Part 2

- Life in the Union
 - What a union is
 - How to get in
 - Union rules and regulations
 - Mentor-student relationships
 - Costume and Wardrobe locals
 - IATSE 829
 - IATSE 764
- Life on Set
 - Assistant Director calls on set
 - What they are
 - What they mean
 - When you're allowed to move, when you stay still and quiet
 - Set etiquette
 - How to stay out of the director's way
 - How to be invisible, but always ready and present

12:00 – 1:00pm: Lunch

1:00 – 3:00pm: Lecture on Structure of Department

- Costume and Wardrobe are two separate departments
- Costume Department
 - Costume Supervisor
 - Set Costumers (2)
 - Seamstress/Tailor
 - Ager/dyers
 - PAs
 - Star Dressers (particularly for star actors)
- Wardrobe Department
 - Costume Designer
 - Manages department
 - Assistant Costume Designer
 - Shops
 - Does fitting
 - Does budget
 - Shopper (or multiple shoppers)
 - Possibly Wardrobe Coordinator
 - Deals with vendors
 - Collects paperwork

3:00 – 5:00pm: Relationships On Set

- Director – has a vision, communicates to the designer
- Costume Designer – may or may not agree with director’s vision
- Actors – may have strong opinions
- Producer – may also have strong opinions, and may not understand practical applications
 - Stress importance of thinking visually
- Exercise: Class will break into groups, and each group will get a page of description for two actors. Each person in the group will act as a member of this group – director, costume designer, or actor. They will each work together to try and come up with a singular idea of what the clothing of the actors should look like.

Week One, Day Two

9:00 – 10:25am: Preproduction Lecture, Part 1

- Moving into a space
- Setting up racks (have racks present for students to move)
- Loading and unloading trucks
- Pulling stock

10:25 – 10:35am: Break

10:35am – 12:00pm: Pre-production Lecture, Part 2

- Sizing stock
- Organizing stock
 - To be most easily managed
- After scene is approved, clothes are dry-cleaned
- Returning stock and resizing
- Research
 - Job of costume designer
 - Research passed on to supervisor to dress background
 - Present day
 - Period (20s, 30s, 40s, 50s, etc.)

12:00 – 1:00pm: Lunch**1:00 – 5:00pm:** Afternoon Exercise

- Trainees will unload a truck of stock and organize it all, along with sizing it all. They will also pull clothes for actors in a short scene, based on specifications from the instructor.

Week One, Day Three

9:00 – 10:25am: Behavior on Set

- Professional behavior
 - Show up on time (very important)
 - Turn off cell phone
- Dressing appropriately
 - No flip-flops
 - Representing your bosses and department
 - Don't stand out (dressing at work vs. personal life)
 - Hard, physical work

10:25 – 10:35am: Break**10:35am – 12:00pm:** Pre-Production Tasks

- Prepping
 - Looking at schedule
 - Making sure you have proper items for background
 - Pulling out costumes that will work for a specific day
 - Cross reference with continuity book
- Interfacing with production

12:00 – 1:00pm: Lunch

1:00 – 3:00pm: How to Break a Script Down for Wardrobe

- Day breakdown
- Character breakdown, by change
- Using Costume Pro
 - Give demo of how to input information
- Background breakdown
 - Uniform
 - Specialty items

3:00 – 5:00pm: Practical Exercise

- Trainees will read a script and break it down for wardrobe, according to specifications above. When finished, class will discuss the breakdown, and talk about the ideas they have for wardrobe.

Week One, Day Four

9:00 – 10:25am: The Measurement Sheet

- Show all items to be measured on actor
- Not all measurements needed for all shows
- Sewing fundamentals:
 - How to sew a button
 - How to take up sleeves
 - How to take a hem

10:25 – 10:35am: Break**10:35am – 12:00pm:** Practical Exercises

- Trainees will practice sewing buttons, taking up sleeves, and taking hems

12:00 – 1:00pm: Lunch**1:00 – 3:00pm:** Fittings and Aging/Dying

- Fittings
 - How to do them
 - Challenges
 - How to write up an alteration tag
 - Changing breakdown
 - Method of photo references
 - Instructor will fit an actor as an example
- Aging/Dying
 - What it is
 - Why it's important
 - Tools
 - Schmutz stick

- Dirt bag
- Sandpaper
- Pins
- Tags

3:00 – 5:00pm: Practical Exercises

- Trainees will age shirts to different degrees
- Trainees will do fittings of actors

Week One, Day Five

9:00 – 10:25am: Wardrobe Production Tasks

- How to iron a shirt
- How to polish shoes
- How to steam clothes
- Exercise: Trainees will practice all three of these tasks.

10:25 – 10:35am: Break

10:35am – 12:00pm: Stain Removal

- Differences in removal (types of stains, and types of removal agents)
 - Protein-based stains (meat, juice)
 - Grease
 - Blood (comes out with meat tenderizer, or the spit of the person bleeding)
 - Dyes
 - Lipstick, makeup
 - Grass

12:00 – 1:00pm: Lunch

1:00 – 3:00pm: Dressing Background Actors

- Period films vs. present day
 - Period films: must dress every item
 - Women: bra, girdle, shoes, etc.
 - Men: tuxedo or suit, hem, etc.
- Specific look vs. nondescript (how to present both ways)
- Photographing background
- How to deal with extras
- Working with extras casting
 - Give written description of what they should wear, so some extras show up wearing correct clothing

3:00 – 5:00pm: Practical Exercise

- Trainees will dress a group of actors, based on guidelines from the instructor. Discussion will follow each student's work.

Week Two, Day One

9:00 – 10:25am: The Continuity Book, Part 1

- What it is
- Start from top of head and work down
- Complete description of a character's outfit in each scene
- Describing items
- Fabrics content
- Weaves
- Single vs. double-breasted

10:25 – 10:35am: Break

10:35am – 12:00pm: The Continuity Book, Part 2

- Taking pictures for the book
 - Where and when to take photos
 - Only after camera has rolled should a continuity photo be taken
- Writing descriptions
- Putting them into continuity book

12:00 – 1:00pm: Lunch

1:00 – 3:00pm: The Continuity Book, Part 3

- Breaking characters down
 - Male principal actors
 - Female principal actors
 - Background books
 - Background actors in many scenes, treated as actors, even though they don't speak

3:00 – 5:00pm: Duties During Wrap

- Pulling stock
- Asset list
 - Write a description of every item you buy, over a certain dollar amount
 - After show, you must produce all these items
 - Actors take clothing sometimes; how do you handle that?
- Keeping items organized after the movie

Week Two, Day Two

9:00am – 12:00pm: Practical Exercise for Continuity Book

- Instructor will act as costume designer
 - Will give trainees specifications on how actors should look
 - Present research
 - Present drawings
 - Class will discuss specifications
- After instructor gives specifications, trainees will set up a scene
 - Props and set dressing will already be set up for them
 - Instructor will then act as director
 - Two actors will be present
 - Director will lead actors through rehearsal of one-page scene
 - Trainees will take notes on movement through scene
- After setting scene, trainees will dress the two actors
 - Using specifications from instructor
 - Showing instructor possibilities; instructor will approve or disapprove

10:25 – 10:35am: Break

12:00 – 1:00pm: Lunch

1:00 – 5:00pm: Practical Exercise, Continued

- Two actors will act out the one-page scene in front of class
 - Each trainee will take photographs
 - Before scene
 - After scene
 - Trainees will take notes on wardrobe throughout scene
- After actor acts through scene:
 - Trainee will reset the set to top of the scene
 - Trainee will reset the scene for a pickup (a point within the scene)
 - Trainee will work with a script supervisor
 - Trainee will use sides to maintain continuity
- Instructor will watch trainees as they create continuity book, giving feedback and corrections as needed
- Class will hand in completed continuity book to instructor at end of class

Week Two, Day Three

9:00am – 12:00pm: Two-Day Wardrobe Exercise, Part 1 (This exercise will have trainees doing wardrobe for actors and background, from beginning to end, for a two-page script. It will simulate the experience of being on set.)

- Class will start off in an empty space
 - Trucks will be present with stock and with racks
 - Class will unload and set up racks
 - Class will unload and set up stock
- Once in, class will get stock ready for shoot
 - All stock will be pulled
 - All stock will be sized
 - All stock will be organized for easy management
- Class will receive script, and will break it down for wardrobe
 - Will get wardrobe thoughts from instructor
 - Will get description of scene from instructor

10:25 – 10:35am: Break

12:00 – 1:00pm: Lunch

1:00 – 5:00pm: Two-Day Wardrobe Exercise, Part 2

- Class will do fittings for all actors to be in scene
 - Principals
 - Background
- Class will undertake appropriate actions for clothing
 - Ironing
 - Steaming
 - Aging/dying
 - Polish shoes
 - Remove stains
- Class will fill out all required paperwork
- As actors are fitted, they will be brought to the instructor, who will give their approval or disapproval
- By end of the day, the class will be completely ready to shoot the scene from a wardrobe perspective
 - All actors will have approved clothing
 - All items will be fitted
- Class will put items back up on hangars, ready to shoot the next day

Week Two, Day Four

9:00am – 12:00pm: Two-Day Wardrobe Exercise, Part 3

- Class will work as wardrobe department on rehearsals and takes of two-page script
 - Props and set dressing will already be set up for them
 - Instructor will then act as director
 - Two actors will be present
 - Director will lead actors through rehearsal of one-page scene
 - Trainees will take notes on movement through scene
- After setting scene, trainees will dress the two actors
 - Using specifications from instructor
 - Showing instructor possibilities; instructor will approve or disapprove

10:25 – 10:35am: Break

12:00 – 1:00pm: Lunch

1:00 – 5:00pm: Two-Day Wardrobe Exercise, Part 4

- Actors will act out the one-page scene in front of class
 - Each trainee will take photographs
 - Before scene
 - After scene
 - Trainees will take notes on wardrobe throughout scene
- After actor acts through scene:
 - Trainee will reset the set to top of the scene
 - Trainee will reset the scene for a pickup (a point within the scene)
 - Trainee will work with a script supervisor
 - Trainee will use sides to maintain continuity
- Instructor will watch trainees as they create continuity book, giving feedback and corrections as needed
- After scene is shot, class will break down all materials
 - Put stock back on trucks
 - Break down racks
 - Store items used for scene
- Continuity book will be handed in at the end of the day
- At day's end, all items will be unloaded, and the space will be completely empty, like it was at the beginning of the day before

Week Two, Day Five

9:00am – 12:00pm: Final Exam – Written Test

- Will include questions taken from:
 - Class lectures
 - Class activities
 - Handouts

10:25 – 10:35am: Break

12:00 – 1:00pm: Lunch

1:00 – 4:00pm: Final Exam – Practical Test

- Trainees will:
 - Iron a shirt
 - Remove different types of stains
 - Take measurements on an actor