

# **COSTUME SAFETY & MAINTENANCE**

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1. ALWAYS KEEP COSTUMES IN GOOD CONDITION.
2. MAINTAIN A CLEAN AND ORGANIZED WORKING ENVIRONMENT.
3. NEVER EAT OR DRINK NEAR OR WHILE WEARING ANY COSTUME .
4. COSTUMES SHOULD BE SAFE FOR THE STAGE AND THE ACTOR.
5. SOME MATERIALS ARE FLAMMABLE. USE CAUTION WHERE NEEDED.
6. HANG UP COSTUMES ON THE APPROPRIATE HANGING DEVISE.
7. LABEL ALL NEW AND EXISTING COSTUMES WITH: PCH THEATRE.
8. RECORD ALL COSTUME CHECK-OUTS ON THE APPROPRIATE FORMS.
9. NEVER ALTER A COSTUME WITHOUT PRIOR APPROVAL.
10. RETURN ALTERED COSTUMES TO THEIR ORIGINAL STATE BEFORE STORING.
11. REPAIR ANY PROBLEMS IMMEDIATELY WHEN THEY OCCUR.
12. LAUNDER COSTUMES AFTER SIGNIFICANT USE, BEFORE STORING.
13. REPORT ANY DAMP OR WET CONDITIONS IMMEDIATELY.
14. KNOW THE LOCATION OF THE CLOSEST FIRE EXTINGUISHER.