

## Care of Costumes

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| Effective Date:11/4/22                                      | Review Date:11/4/27  |
| Scope <input checked="" type="checkbox"/> Organisation Wide | Site Specific<br><input checked="" type="checkbox"/> Dom Polski<br><input checked="" type="checkbox"/> Any site of practice/ performance |
| Application   | <input checked="" type="checkbox"/> Dancers/ Parents of junior dancers<br><input checked="" type="checkbox"/> Committee/ Costume Staff   |

### 1.0 Purpose

- The costumes purchased by Tatry, usually from Poland, are valuable assets and require care and preservation to ensure their longevity for all current and future dancers. The use of costumes is included in the annual fee paid by dancers.

### 2.0 Policy Details

- All blouses/ shirts and petticoats will require washing, starching and ironing by the dancer responsible after each performance, unless otherwise advised
- All senior dancers should wear anti-perspirant/ deodorant when wearing costumes
- All dancers must return their blouse/ shirt/petticoats within 2 weeks of the last performance to the costume area. It is advisable to use a plastic bag to cover the shirt/ blouse/ petticoat to protect it from dirt in transit. It is preferable a label or bag with the name of the dancer returning the items is attached to the coat hanger to assist costume staff
- Liquid starch (starch powder mixed with water) is to be used, spray starch alone is not satisfactory but can be used as an addition when ironing. Liquid starch protects the fabric from dirt and stains.
- All costume pieces will be numbered & labelled for cataloguing/ assigning to dancers. Costume staff will document distribution and return of costume items.
- When not in use, all costumes will be stored in locked areas for added security

- Costume pieces will be signed out to dancers by the costume staff and signed back in upon return if they are in a satisfactory condition. If unsatisfactory they will be returned to the dancer for washing/ starching/ ironing. The determination of the state of the costume will be made by the costume staff. Should an item require re-laundering, the dancer will have a choice of doing this and returning it within one week or pay the cost of laundering from their bond. If a part or all of the bond is to be forfeited then the costume staff will notify the finance officer.
- A \$100 bond will be required by all dancers at the time of paying tuition fees. Should shirts/ blouses/ petticoats not be returned in a satisfactory state then this bond shall be forfeited by the dancer. Should a dancer not return a costume item at all they may be charged a further fee. The bond or any residual will automatically roll over to the next year. At the beginning of a new dance year the bond must be reset to \$100 so it may require topping up if used during the previous year.
- A \$100 bond applies *per family* for junior dancers. The bond or any residual will automatically roll over to the next year. At the beginning of a new dance year the bond must be reset to \$100 so may require topping up if used during the previous year.
- It is preferable that dancers do not eat and drink in their costumes, particularly junior dancers
- Smoking whilst in costume is strictly prohibited
- Senior dancers are to take care when putting on or removing blouses/ shirts to avoid make up stains
- Junior dancers should always bring spare clothes to change into immediately after their performance has finished
- Post performance, dancers must hang the costumes back in the costume bags in the same manner as they were first provided
- In most circumstances, costumes will not be loaned to non-dancers/ non-members for wearing at other events. Any exceptions to this require approval by the President

### 3.0 Policy Scope

- This policy applies to dancers wearing costumes, parents of junior dancers and staff working in the costume area

### 4.0 Policy Owner

Tatry Committee