

DEBBIE'S COSTUME SHOP STAFF PULLED SHOW GUIDELINES

1. Please make an appointment as far in advance as possible (either by phone or in person) to discuss your vision for the show. Inspiration photos and notes on unique concepts can be emailed in advance and are helpful to ensure we are on the same page.
2. As soon as possible, fill out and send us your rental contract forms, cast list, measurements, and scripts if necessary.
3. Your show will be put on our production calendar as soon as we receive it. We will begin pulling at least 3 weeks in advance if information is received in that time. Your costumes will be put together by actor and include any accessories needed. They will be labeled and bagged. In some cases, we will add a couple of options. (You will only be charged for one of the options).
4. Once we have finished pulling your show, you may come and review costumes, make any changes or check out costumes for photo shoots if time allows.
5. We will make sure that the costumes fall as close as possible to the measurements you provide. Keep in mind that you may still need to do some minor adjustments for proper fit.
6. You may come in at any time before opening to exchange costumes. Any costumes not being used must be returned before opening or full rental charges will occur.
7. After the show, please make a show return appointment. This allows us to have racks and staff available for your check-in. Costumes must be returned within one week of your closing date. Please remove any labels or tape on costumes before return. Put all costumes and accessories back in bags. We recommend that you stay and assist in the check-in process; otherwise, you must sign a waiver agreeing to accept DCS inventory of returned garments as correct.
8. When you receive the promo photos from your show, please share them with us to use for DCS marketing and archives.

I understand and agree to comply with the above conditions:

Date: _____ Printed Name of Signer: _____