

Running List – Emily Robertson

Costume Assistant - Mr Burns, A Post-Electric Play 2021

Pre-Show			
Action	Location	Who with?	Notes
Check the clothing in the tumble dryer – if dry, fold up and put in correct laundry baskets, if damp, put on for another 20 min cycle or hang up in the hot box to dry.	Running Room L-2		
Check items in hot box – if dry, fold up and put in correct laundry baskets, if not put back in hot box to dry.	Running Room L-2		
Take laundry baskets to dressing rooms and hang up clothing on the rails under each Character/Act divider. Put underwear, vests and hats in the labelled baskets on the actor's dressing tables. Do a general tidy of the dressing rooms. Set the laundry baskets back in the dressing rooms.	Dressing Rooms 1 & 2 (L-2), Dressing Room 2 (L1)		
Check each actor's costume rail against the pictures and list on the setting list to check that they have each item of clothing they need including shoes and basket items.	Dressing Rooms 1 & 2 (L-2), Dressing Room 2 (L1)		
Preset Kitty's Quick Change area as per the setting list and make sure the area is tidy.	Café L-2		
Preset Toxic Costumes (Dan Wolff, Noah Marullo and Alyth Ross), and Marge's Act 2 Housecoat and Pearl Necklace (Isla Lee) on hangers on the costume rail inside Kitty's Quick Change area in the Café along with the Act 2 Marge Headpiece. Check that Millie's Itchy Balaclava is on the SR Props Table. Preset the blood belt and a damp towel in the quick change area too.	Café/SR Wing L-2		
Check SM costume items: Isla and Hope's FBI Blue Wigs and Sunglasses should be preset on the table on the Trolley in SR Café. Millie's Act 2 Lisa Jumper and Pink Trainers should be preset on the lower right corner of the trolley in the Café.	Studio Theatre L-2		
Preset Alyth Ross's Toxic Outfit next to her seat in the front row of the seating bank (next to the saxophone case).	Studio Theatre, L-2		
Fill up a basin of cold water from the running room and preset it in Dressing Room 2 (L-2) on the table behind Hope's dressing room table along with a spare towel for her blood-stained clothes to go in after Act 2. Check that Alex (ASM) has made the blood bags before the start of the show.	Running Room L-2/Dressing Room 2 L-2		
Check with Stage Management that they have all of the headpieces and costume/wig items that are preset for Act 2 on the trolley/onstage.	Studio Theatre L-2		
Wait in the dressing room corridor in L-2 in case any of the actors need assistance getting into costume.	L-2 Dressing Rooms		

Act 1				
Time	Action	Location	Who with?	Notes
Backstage Call for Scene Change	Go to SR Quick Change area and collect Dan and Noah's Toxic Costumes, Isla's Marge Housecoat and Pearls and Marge Headpiece from the Quick Change area and standby in the SR Wing for the scene change. Hold the 3 hangers in your right hand and the headpiece in your left hand. Stand behind Emma Peace and wait for the green cue light for the scene change.	USR Wing	Emma Peace, Millie Smith	Emma Peace will open the door, hold it open for Millie Smith to enter behind you.
Green Cue Light for Scene Change	Follow Emma through the USR Door holding it open for Millie behind you, and head for the costume rail on the SR side of the stage. Place the Marge headpiece at the USR foot of the costume rail and hang the 2x Toxic Outfits and Marge Housecoat on the rail in order of Dan furthest to DS, Noah in the middle then Marge Housecoat furthest US. Exit through the DSR exit into the Café corridor.	USR Wing/Stage	Emma Peace, Millie Smith	This scene change happens in a complete blackout with multiple people onstage – take care when completing the scene change
Act 2				
When Chart Hits section ends	Go to the USR Wing/Café area to prepare for Hope Kenna's exit and blood-bag addition. Collect the blood belt from the quick change area and a damp towel. Wait in the USR Wing for hope to exit on her cue.	USR Wing	Alex Rincon, Hope Kenna	
Hope EXT USR	Assist Hope Kenna with putting the blood belt over her head and securing it around her waist. Assist Alex Rincon (ASM) with inserting the blood bag into the pouch of the blood belt and securing it around Hope's waist under her t-shirt. It should sit just below her bra with the blood pouch positioned over the bottom of her ribcage on her right hand side. Tuck her t-shirt back into her trousers and check Hope is happy with the positioning of the blood bag before she enters onstage.	USR Wing	Alex Rincon, Hope Kenna	Take care not to burst the blood bag.
Hope EXT USR after Blackout	Help Hope clean up the blood with a towel and mop the stage if the blood has spilled on the floor of the stage.	SR Wing , L-2	Hope Kenna	
Act 2 – Act 3 Scene Change	On "Stage Clear" call, enter through the USR Door and start mopping up the blood on the USR part of the floor with a damp towel. Collect all of the costume items and clothing from the foot of the SL Costume rail and dump them in the SL corridor. Move the SL costume rail out into the corridor and through to the running room. Collect the yoga mats from the running room and set them behind the US railings (doubled layer). Collect Homer Headpiece (Baseball Glove) and Bart's Crown from the SL Props Table. Set Homer's Headpiece behind the DSL Piano and	Studio Theatre, L-2	Lucy Rogers	

	cover with some ash. Set the Bart Crown on the DSC mark on the floor and cover with ash and foam rubble. Collect a bin bag of confetti/rubble mix from the running room and begin covering the stage with ash and spreading out the confetti. Clear as much of the black foam rubble away from the stage as possible and move it to the edges of the stage.			
Once Act 3 Scene Change is complete	Once Hope has changed into her Act 3 costume, collect the basin of water from her dressing room which should contain her blood belt, white t-shirt, bra and trousers and take them to the running room. Soak the blood-holster, t-shirt, bra (and trousers if necessary) in cold water and rinse them out in the sink. Once rinsed thoroughly, leave to soak in a basin of cold water until the end of the show.	Dressing Room 2 L-2, Running Room L2	Lucy Rogers	Soak the shirt and holster in COLD water. The blood is 1/2 Pigs Might Fly stage blood and 1/2 Glycerine mixture.
Act 3				
Top of Act 3	Head to Kitty's Quick Change area in the Café and double check everything according to the preset list. Preset the right pocket of her Black Suit Trousers with Smash powder and put her gloves in her right pocket. Preset the bottle of hair gel and comb in your apron pocket.	Café Quick Change Area L-2	Lucy Rogers, Kitty Hawthorne	
2 min warning to Quick Change	Standby for Kitty's Quick Change from Edna Krabappel into Mr Burns and wait for Kitty to enter through the DSR doors.	Café Quick Change Area L-2	Lucy Rogers, Kitty Hawthorne	Set spray bottle, towel and Smash powder next to the rail.
Kitty's Quick Change	Take the cardigan, notebook and spectacles from Kitty as she enters the quick change area and stand behind Kitty. When she steps out of her skirt, move it away from her feet. When she has her feet in the ballet loops, pull the shirt up and guide her arms into the sleeves and make sure her collar is down. Take her jacket from the rail and guide her arms through the sleeves. While Lucy buttons the shirt, help remove the hairband and grips from Kitty's hair and gently scrape her hair back from her face and comb it through. Squeeze a large amount of Wet Look Hair Gel into your hand and comb it through her hair with your fingers. Scrape her hair back from her forehead and smooth it down with the gel. Slick her hair behind her ears and coat the ends of her hair in more gel. Use a damp towel to dry her suit jacket and remove any gel from her collar and hand it to Kitty to wipe her hands after she has finished applying her makeup. Check her appearance before she goes onstage. Tidy up the quick change area.	Café Quick Change Area L-2	Lucy Rogers, Kitty Hawthorne	

After Kitty's Quick Change	After Kitty's Quick Change area has been tidied, head over to the SL Corridor and begin hanging up the pile of clothes gathered from the interval. Pair the Toxic Hats to their corresponding Outfits and put any laundry in the machine in the running room. Check for any repairs necessary.	SL Corridor, L-2	Lucy Rogers	
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Post-Show			
Action	Location	Who with?	Notes
Go onstage once the house is clear and collect Kitty's heels and black gloves from the stage and return them to her quick change area.			
Wait for the cast to get out of costume and collect any costume items from the Café/Quick Change area, SR Wing, SL Wing, Stage and Dressing Room corridor.	L-2	Lucy Rogers	Most Act 1 clothes will end up on the trolley or café area after the set change.
Once the cast have changed, collect the laundry baskets from their dressing rooms and hang up any items that don't need washed (jackets/hats).	Dressing Rooms 1 & 2 (L-2), Dressing Room 2 (L1)	Lucy Rogers	
Take the laundry baskets to the running room and separate into lights/darks and hand-wash items. Use Vodka Spray on any items that can't be washed (such as jackets and trousers) and hang in the hot box to dry.	Running Room L-2	Lucy Rogers	
Load the washing machines and add a small cup of laundry powder and fabric conditioner into the tray. Set the machine to Quick Wash at 40 degrees (31 mins).	Running Room L-2	Lucy Rogers	Check pockets of costumes before putting in the washing machine!
Hand-wash Dan's Act 3 Leggings, Noah's Bart Act 3 Period/Ruff Sleeve Shirt and Isla's Lisa Act 3 Period Crop Vest and Hope's Marge Act 3 Dress as well as the blood-stained t-shirt, bra, trousers and blood-belt from Act 2. Use some Vanish powder to spot-clean areas of the garments.	Running Room L-2	Lucy Rogers	
Wring the hand-washed clothes in the sink to remove excess water and use the spinner to dry them. Do 2-3 items at a time so as not to overload the spinner and always put a bucket underneath to catch the water. Let it spin until the water stops coming out of the spinner and take the clothes out and hang them in the hot box to dry.	Running Room L-2	Lucy Rogers	ALWAYS REMEMBER TO PUT A BUCKET UNDER THE MACHINE BEFORE YOU START TO CATCH THE WATER!
Go back to the dressing rooms and tidy them, hang up items on the rails and order them by character and act as per the dividers on the rails. If doing a turnaround, put each actor's costumes into a labelled costume bag and push to the end of the rail. Put the accessory baskets in the lower cupboards along with photo sheets and any personal items, and store wigs on the wig blocks in the taller cupboards.	Dressing Rooms 1 & 2 (L-2), Dressing Room 2 (L1)	Lucy Rogers	
Once the washing has finished, take the items out of the machines and separate into baskets for what can go in the tumble dryer – most of the underwear, vests, t-shirts, socks and Alyth's tracksuit can go in the tumble dryers, almost everything else has to be dried in the hot box.	Running Room L-2	Lucy Rogers	Check and clean out the filter at the bottom of the tumble dryers before using them.

Set the tumble dryers to “Automatic” setting and start the cycle. Hang all other items in the hot box, taking care to shake out the shirts and trousers before hanging them up neatly to prevent creases. Close the hot box door, set it to “Auto Extra Dry” and press start on the machine.			
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Costume Assistant Cheat Sheet Info

Dressing Rooms

Dressing Room 1, L-2 (Boys’ Dressing Room)

Dan Wolff
 Noah Marullo
 Brandon Grace
Code: 14785

Dressing Room 2, L-2 (Girls’ Dressing Room)

Hope Kenna
 Alyth Ross
 Isla Lee
Code: 16786

Dressing Room 2, L1 (Kitty & Millie’s Dressing Room)

Kitty Hawthorne
 Millie Smith
Code: C6179

Characters and Costumes

Dan Wolff	Act 1: Sam	Act 2: Sam	Act 3: Scratchy
Noah Marullo	Act 1: Matt	Act 2: Matt/Homer	Act 3: Bart
Brandon Grace	Act 1: Gibson	Act 2: Gibson/Sideshow Bob	Act 3: Homer
Hope Kenna:	Act 1: Maria	Act 2: Maria/FBI Agent	Act 3: Marge
Alyth Ross:	Act 1: Colleen	Act 2: Colleen	Act 3: Chorus
Isla Lee:	Act 1: Jenny	Act 2: Jenny/FBI Agent/Marge	Act 3: Lisa
Kitty Hawthorne:	Act 1: N/A	Act 2: N/A	Act 3: Edna Krabappel/Mr Burns
Millie Smith:	Act 1: N/A	Act 2: Quinciy/Lisa	Act 3: Itchy

Laundry Settings (Running Room L-2)

Washing Machines

- Turn on the power button on the front of the machine, un-latch the door and load the laundry
- Add one scoop of Non-Bio Powder into the tray and half-fill the tray with Fabric Softener liquid
- Set to “Quick Wash” at 40 C (31 mins) and press Start

Tumble Dryer

- Clean and empty the filter tray at the bottom right of the machine
- Turn on the power button and add the laundry, set to “Automatic” and press Start

Hot Box

- Shake out the damp clothes to prevent wrinkles and hang in the hot box
- Close the door, set to “Auto Extra Dry” and press the Start button

Spinner

- Place a bucket under the spout section at the bottom of the spinner to catch the water
- Plug the extension in, open the lid and place 2-3 items of clothing around the inside drum of the spinner
- Close the lid, turn the switch on and wait 2 minutes or until the water stops coming out of the machine
- Open the lid, remove the clothes and empty the bucket of water into the sink

