

CHECK-IN & COSTUME PROCEDURE

ATMOSHERE PROTOCOL/COSTUMES

1. PLEASE BRING ALL WARDROBE OPTIONS, ID'S, AND ANYTHING ELSE YOU NEED WITH YOU TO CHECK-IN ONCE YOU HAVE PARKED AT LOCATION.
2. CHECK-IN WHERE DIRECTED WITH THE PRODUCTION ASSISTANT (PA) TO FILL OUT YOUR PAPERWORK/VOUCHER/I-9 DOCUMENTATION
3. PA WILL DIRECT YOU TO WARDROBE WHERE YOU NEED TO BRING YOUR WARDROBE OPTIONS WITH YOUR VOUCHER THAT IS FILLED OUT
4. TRY YOUR BEST TO BRING THE CORECT COLORS AND WARDROBE TYPE REQUESTED
5. AFTER DRESSING, RETURN TO COSTUMES TO BE APPROVED AND FINAL TOUCHES
6. RETURN COSTUMES ON HANGERS, NEATLY, TO COSTUME DEPT. (THIS WILL HELP YOU AND EVERYONE TO CHECK OUT FASTER AND SMOOTHER)
7. PLEASE BE SURE YOU HAVE RECEIVED YOUR PINK COPY OF YOUR VOUCHER AFTER YOU HAVE CHECKED-OUT. THIS IS YOUR RECEIPT AND PROOF THAT YOU HAVE WORKED IF THERE IS EVER AN ISSUE WITH PAYMENT

* COSTUMES ARE APPROVED BY THE COSTUME DESIGNER/PRODUCERS/ DIRECTOR PRIOR TO SHOOTING - PLEASE BE REPECTFUL OF CHOICES AND COLOR PALETTE.