



Checkout Policy for Costume Design

- 1) Employees must alert or notify the Costume Department teacher Before going into the costume storage area(s) to pull items they will be using for a show, event, or activity.
- 2) Once a costume item has been chosen, the costume checkout sheet must be filled out in full and turned into the costume department teacher. If a teacher will be checking out multiple items for multiple students, the teacher should fill out the checkout sheet and include student names next to each item.
- 3) Once the costume checkout sheet has been filled out it will be stored in the costume checkout folder in the costume design room.
- 4) When the costume piece(s) have been returned, the borrower will sign that the costume has been returned on the checkout sheet and the paper will be removed from the folder.
- 5) Once a month the costume department will go through the checkout folder to evaluate what costumes are outstanding for return and those borrowers will be contacted.

*This policy is set in place for shows/events that are not regularly scheduled on the master calendar prior to the start of the year or smaller events/activities where possibly only a few students are involved. i.e.; talent show, fairs, luncheons, solo events, competitions.