 **COSTUME QUESTIONNAIRE**

**Deadline: must be received no later than 6:00 PM(PT) on May 9.**

If you have any questions, please email Veronica Thompson [thompson@televisionacademy.com](mailto:thompson@televisionacademy.com).

Please review the questions below and indicate which entrant(s) were responsible for the specific job duty. Eligible entrants are costume designer, costume supervisor, assistant costume designer.

Completed questionnaires need to be uploaded to the entry form under collateral materials.

**PROGRAM TITLE:**

**CATEGORY:**

|  |  |  |  |
| --- | --- | --- | --- |
| **RESPONSIBILITY** | **ENTRANT NAME**  **(First and last**  **name)** | **EXPLANATION** (if needed,  e.g. two entrants shared the responsibility) | **Entrant’s % of responsibility** |
| Determine production/actor costume looks through  meeting(s) with producer, director, production designer: |  |  |  |
| Hire Costume Supervisor, ACD, Illustrator: |  |  |  |
| Break down script: |  |  |  |
| Create project budget: |  |  |  |
| Determine department labor requirements: |  |  |  |
| Hire department staff/supervise department personnel: |  |  |  |
| Create/maintain department production schedule: |  |  |  |
| Manage day-to-day department operations: |  |  |  |
| Interact with all production departments to determine  special needs, (e.g., hair, make-up, stunts, assistant directors): |  |  |  |
| Support Costume Designer’s creative vision: |  |  |  |
| Create necessary research, historic/photo, fabric,  clothing and/or inspiration/  mood collections: |  |  |  |
| Work with Costume Supervisor  to determine best solution for acquiring costumes, i.e., rental, purchase, made-to-order |  |  |  |