DRESSING ROOMS & GREEN ROOM

WHAT THIS SHEET APPLIES TO
All people using the Dressing Rooms & Green Room.

RISKS INCLUDE
Spreading of germs, respiratory problems, & burns.

GUIDELINES, RULES, & PROCEDURES
• Know the location of the nearest first-aid kit and fire alarm pull boxes.
• Know the location of the nearest fire extinguishers and how to use them.
• Only certified persons may use the steamer and/or steam iron (certified by the Costume Shop Manager).
• When using static guard, NEVER spray clothing on an actor. ALWAYS hang and spray it in the stairwell, open a window AND turn on a fan.
• It is desirable for each actor to own a make-up kit. Never lend or accept make-up from anyone.
• Store make-up in a cool place. Refrigerate for extended periods of time.
• Replace old make-up regularly. Most make-up can be kept from 6 months to a year. MASCARA should be replaced EVERY 3 MONTHS.
• Read the directions of any new product.
• Wash hands before and after applying make-up. Make-up artists should wash their hands before starting on another actor. Sponges and brushes should be washed after use on each individual. Use warm, soapy water and allow to dry thoroughly.
• Prepare face by washing with soap and water, apply astringent then moisturizer.
• Moisten brushes or pencils with clean tap water, not with saliva.
• Avoid aerosol products whenever possible.
• If using large amount of hairspray, use the stairwell with the fan on for ventilation.
• Avoid creating clouds of face powder that can be inhaled. Do not use old face powder.
• When removing spirit gum or latex, avoid prolonged skin contact with solvents. Replace lost skin oils with moisturizer.
• Immediately remove make-up after performance. Use Noxzema or soap and water, astringent and moisturizer. Clean up your area in the dressing room and put your make-up kit in a safe place. Notify the custodian if soap or paper towels are in low supply.

FOR FURTHER UNDERSTANDING
Go to www.colby.edu/theater for textual and Internet resources.