



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.