

Select any that apply:

This procedure primarily consists of/contains sensitive information that may be obtained from the current Chorus president.

This procedure consists of/contains both sensitive and public information. Additional information available from current Chorus president.

This procedure contains no sensitive information. Current practices are outlined in this document.

**Procedure for: Costume Chair**

**There are no set procedures for the costume chair so this is a statement of how things are currently being done.**

**The costume committee now consists of –**

**Co-chairs whose responsibilities are:**

**Decide on costumes for performances.**

**Purchase new costumes.**

**Keep a spreadsheet for current members and their costumes and their sizes.**

**Keep a spreadsheet for members who leave and what/when they turned in.**

**Closet keeper whose responsibilities are:**

**Keeping an inventory of the closet contents.**

**Getting costumes from returning members and informing the chair.**

**Keeping the closet neat and organized.**

**Computer guru whose responsibilities are:**

**Searching for costumes to be purchased.**

**Selling old costumes on the internet.**

**The costumes are stored at the CAC in the women's bathroom closet. The door is kept locked so you must go to the office to get a key. The current "competition" costumes are hung along with others that do better hanging. Other things are kept in tubs, including chorus jewelry and a supply of black chorus shoes.**

**When a new member joins they are outfitted with currently used costumes and jewelry then their name and sizes are added to the spreadsheet. When a member leaves the chorus they are expected to turn in all chorus costumes and jewelry. The costumes should be clean and on hangers. The chair keeps a spreadsheet of the members who left and the date they turned in their costumes. Encourage leaving members to turn in their costumes to the person in charge of the closet instead of asking for the key and putting them in the closet themselves.**

**Currently the chorus purchases all the costumes and jewelry but the members are responsible for their own chorus shoes. They should be black, mary jane style shoes. A tub of shoes that have been turned in are in the closet in case new members want to look for a pair that fits instead of purchasing their own.**