

WASHINGTON COLLEGE
Costume Shop Sign-Out Sheet

NAME: William Shakespeare ORGANIZATION: The Globe Theatre

PHONE NUMBER: (123) 456-7890 EMAIL ADDRESS: wshakespeare2@washcoll.edu


PRODUCTION: Hamlet VENUE: Tawes Theatre

DATE BORROWED: September 1, 2017 RETURN DATE: October 15, 2017

QUANTITY	CATEGORY	DESCRIPTION	RETURNED
3	Hats	Gold painted crowns	X
5	Tops & Blouses	Off-white button-up shirts	X
1	Accessories	Cream, floral detailing, lace hankerchief	

I HEREBY AGREE TO THE COSTUME SHOP SIGN-OUT POLICY (SEE BACK OF PAGE).

BORROWER'S SIGNATURE: *William Shakespeare* DATE: September 1, 2017

COSTUME SHOP MANAGER'S SIGNATURE:  DATE: September 1, 2017

Costume Shop Manager
Lilly King | (301) 922 – 5380 | lking3@washcoll.edu

WASHINGTON COLLEGE
Costume Shop Sign-Out Policy

- IF YOU ARE UNABLE TO KEEP YOUR RETURN APPOINTMENT, CONTACT THE COSTUME SHOP MANAGER AT LEAST 24 HOURS IN ADVANCE TO RESCHEDULE.
- ALL COSTUMES MUST BE RETURNED ON OR BEFORE SPECIFIED DATE.
- IF AN ITEM IS LOST OR DAMAGED, THE UNDERSIGNED AGREES TO REPLACE OR PROVIDE REIMBURSEMENT EQUAL TO THE VALUE OF GIVEN ITEM.
- NO ITEM MAY BE CUT, DYED, OR PAINTED WITHOUT WRITTEN CONSENT FROM THE COSTUME SHOP MANAGER.
- ONCE ALL ITEMS ARE RETURNED, LAUNDERING AND CLEANING OF ITEMS WILL BE COMPLETED BY THE COSTUME SHOP MANAGER.