

POLICY NUMBER: 6.15	DATE ADOPTED: Historic
POLICY TYPE: Production Job Descriptions	DATE AMENDED: Aug 21/13
POLICY TITLE: Makeup and Hair	

Makeup and Hair

Makeup and Hair may be managed by one person or two. They are responsible to the Director and the Stage Manager.

Planning

1. Read script thoroughly, noting any technical difficulties you foresee.
2. Note the year the play is set in and research special makeup used during that period.
3. Meet with the Director to determine requirements of actors.
4. Check supplies and order necessary replacements.
5. Choose an assistant – to offset if you can't be in attendance.
6. Make up a rough plot sheet noting any quick changes needed between scenes or acts.
7. Arrange for a hairdresser if required, or assign this responsibility to some else making certain they arrange for hairstyles, hair pieces, wigs, curling iron, clips, combs, brushes, pins hair colouring, spray, etc.

Working

1. Do not do makeup tests until lights are set as makeup will change under the lights.
2. Attend rehearsals as required to familiarize yourself with the characters.
3. Set up makeup tables and arrange seating for actors. If necessary, prepare makeup schedules for large casts. Replace light bulbs as required.
4. Always check makeup under exact lighting to be used and obtain Director's approval.
5. Make up individual charts for each actor, to act as a guide, giving basic information re: base, liner, shadow, powder, etc.
6. Encourage actors to do their own makeup.

Performance

1. Make sure that actors are aware of any quick makeup changes between scenes or acts.
2. Arrive at the theatre one hour before curtain, and check in on signing chart.

3. Check that supplies are laid out for actors.
4. Check actors before their entrances.
5. Remain calm in the Makeup Room, it is up to you to keep a quiet and relaxed atmosphere.
6. Remain in the Makeup Room during the performance, maintaining quiet and assisting actors as required.

NOTE: Actors are responsible for keeping the Makeup Room tidy.

Striking

1. Clean and store all makeup.
2. Report any shortages to the makeup supervisor.
3. Be sure that all combs and hair brushes are cleaned before storing in the Makeup cupboards.
4. Check that Makeup Room is left tidy.
5. Ensure that all of your assistants, if any, receive a personal thank you for their contribution, preferably in written form.

Tips

- Crepe hair does not reflect light and looks darker on stage – test under lights.
- Hair may be whitened with cornstarch – it is less expensive and clings better.
- If this does not work for the Actor, use off-white hair sticks.
- Scars: Paint scar on dry skin to pucker skin before makeup is applied. When makeup is completed, wipe off grease paint which will leave scar lighter than surrounding skin.