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## Costume Labeling/Tagging Guidelines

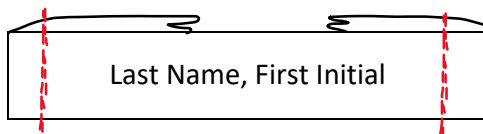
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### Materials for Costume Labeling:

- Black laundry pen
- Satin Ribbon
- Lighter

\*Costume labels should ALWAYS be stitched on BY MACHINE when possible. When a costume is too delicate or the location of the label needs to be considered, see below for **hand sewing** guidelines.

### Machine Sewn Labels:



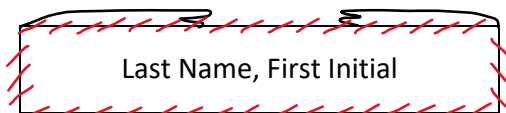
### Instructions:

1. Cut ribbon long enough to fold ends under
2. Take a lighter and burn ends to keep from fraying
3. Using a black laundry pen write actor's full last name and first initial
4. Fold ends under and pin to costume (see proper labeling location for more details) making sure name is still visible
5. Find thread that matches the OUTSIDE of the costume as close as possible
6. Set your machine stitch length to 3-3.5
7. Start your stitch just before the ribbon, stitch down to bottom of ribbon, stop, back stitch to top of ribbon, stop, stitch down again
8. again
9. Your stitches should be right on top of another creating a back stitch that will secure the label in place

### Notes:

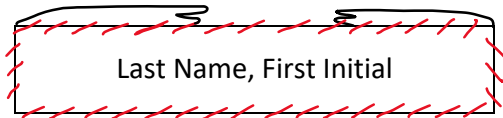
- \* 3 rows of stitching should be sufficient. **DO NOT** go over too many times or it will be difficult to remove
- \* **DO NOT** set your stitch length any smaller than suggested. It will be difficult to remove and may ruin the costume
- \* **DO NOT** use any other kind of marking tool. It will wash out in the laundry

### Handsewn Labels:



### Instructions:

1. Cut ribbon long enough to fold ends under
2. Take a lighter and burn ends to keep from fraying
3. Using a black laundry pen write actor's full



- last name and first initial
4. Fold ends under and pin to costume (see proper labeling location for more details) making sure name is still visible
5. Find thread that matches costume as close as possible
6. Thread a hand sewing needle with 1 ply thread
7. Using the image as a guide, whipstitch the label on all the way around

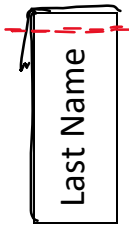
**Notes:**

\*DO NOT use more than 1 ply thread

\* DO NOT use any other kind of marking tool. It will wash out in the laundry

\*Knot your thread before and after you stitch to keep label from falling out in the laundry

**Sock Labels:**



**Instructions:**

1. Cut ribbon long enough to fold over on itself
2. Using a black laundry pen write actor's full last name ONLY
3. Fold the double ends over and pin to inside of sock, just below the opening band
4. Find thread that matches outside of sock as close as possible
5. Set your machine stitch length to 3-3.5
6. Start your stitch just before the ribbon, stitch down to bottom of ribbon, stop, back stitch to top of ribbon, stop, stitch down again
7. Your stitches should be right on top of another creating a back stitch that will secure the label in place

**Notes:**

\* Ribbon cut folded on itself should not be longer than 1". Keep in mind these labels are going into socks so they should be smaller.

\* DO NOT use any other kind of marking tool. It will wash out in the laundry

## Materials for Costume Crafts/Accessory Labeling:

- Sharpie Permanent Marker
- Masking Tape or Medical Tape

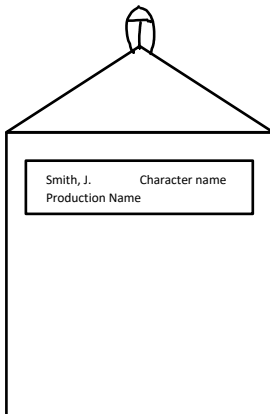
## Shoes, Belts, Hats, & Specialty Items (except soft fabric craft items)

### Instructions:

1. Using Sharpie, write actor's full last name and first initial on Masking or Medical Tape. (Smith, J.)
2. SHOES:
  - a. Place on inside of shoe (on insole or on the side)
  - b. Do not cover shoe size with the label
3. BELTS:
  - a. Do not cover belt size with label
  - b. Place label on inside of belt, either at center back or close to the buckle
  - c. Soft sashes or fabric belts should be labeled with ribbon instead of tape (like costume garments)
4. HATS:
  - a. Place label at center back of hat above the sweatband.
  - b. Do not cover hat size
  - c. Soft hats and caps should be labeled with ribbon instead of tape (like costume garments)
5. SPECIALTY CRAFT ITEMS
  - a. Place somewhere on the inside that is easy to find, but not visible to the audience
  - b. Most specialty items will be labeled by the Crafts Team

## Jewelry

\*All jewelry should live in a jewelry organizer bag. The bags can be found in the jewelry cabinet.



### Instructions:

1. Use masking tape and sharpie
2. Write full last name, first initial, Character name, & Production Name
3. Tape onto front of jewelry organizer bag

## Soft Fabric Crafts Accessories

- Soft Fabric items should be labeled with a ribbon label like costume garments (instructions at top of page)