

## Store, secure, pack and track costumes

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### Overview

The standard is about your ability to organise and manage costume storage, security, transport, and movement.

This may involve specifying the requirements for costume storage and service areas, preparing for the receipt of costumes, allocating designated storage areas, specifying transportation needs, packing costumes, ensuring security during transit, and keeping records.

This standard may be applicable to a costume manager, stock room staff, costume assistants, costume supervisor or wardrobe assistants.

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## Performance criteria

*You must be able to:*

1. identify and maintain appropriate conditions for costume storage
2. ensure costumes are protected from damage by using protective coverings and appropriate storage facilities
3. inspect returned costumes, and report issues before returning the item to storage
4. label and record stored costumes with relevant information
5. position label or tags and apply securely
6. inspect stored costumes regularly for signs of deterioration or missing items and update documents accordingly
7. liaise with the relevant personnel and agree suitable solutions where there is a deficiency in storage areas or security
8. identify and collate costumes to be delivered
9. identify delivery location and potential delivery issues
10. pack costumes securely and ensure they are protected and safeguarded during transit
11. arrange appropriate size and type of transportation for costumes
12. label packaging with the destination and sender information
13. complete relevant dispatch documentation
14. create and maintain records relating to the transit of costumes, delivery and return of costumes
15. ensure the relevant insurance policies are in place
16. recognise, report and investigate problems that have occurred during transit, note and record agreed action
17. communicate clearly with production staff and other relevant departments or individuals
18. follow health and safety legislation and guidelines at all times

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## Knowledge and understanding

*You need to know and understand:*

1. time constraints of the production schedule
2. costumes requirements and related location and timescale
3. the storage requirements of costumes and the facilities available
4. the relevant person to agree improvements and suitable solutions where storage and security facilities are inadequate
5. costume labelling requirements and the consequences of incorrect labeling
6. potential security issues and preventative action
7. how to maintain clear records regarding storage and transit of costumes
8. packing and preparing costumes for transit
9. logistics and transport requirements for costumes
10. costume return procedures
11. potential problems that may occurring before, during and after transit of costumes
12. insurance requirements
13. the communication protocol with production staff and other relevant departments or individuals
14. health and safety legislation, regulation and codes of practice

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<b>Relevant Occupations</b>	Arts, Media and Publishing, Associate Professionals and Technical Occupations, Crafts, Creative Arts and Design, Media and Communication, Media Associate Professionals, Performing Arts
<b>Suite</b>	Costume for Film, TV and Theatre Productions
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