

National Sun Yat-Sen University

Department of Theater Arts

Management Regulations of Costume, Prop, Set and Equipment

Approved by the 1st Department Affairs Council, Academic Year 98, August 27th, 2009
Revised and approved by the 2nd Department Affairs Council. Academic Year 98, September 10th, 2009
Revised and approved by the 8th Department Affairs Council, Academic Year 98, January 12th, 2010
Revised and approved by the 10th Department Affairs Council, Academic Year 98, March 3rd, 2010
Revised and approved by the 2nd Department Affairs Council, Academic Year 99, September 23rd, 2010

- I. The regulations are applicable to all production crews in this department.
- II. Within one week after the end of the performance, the person in charge shall coordinate with the management unit whether to retain all objects, and within two weeks after the end of the performance, submit the classified photos of the retained objects to the department for relevant personnel to file, and complete the cleanup work. Please refer to the existing props and clothing classification on the department for the classification method.
- III. Large-scale production crews that are subsidized by the department or school must complete the archives before refunded the 1,000 dollars deposit for classroom borrowing.
- IV. The crew with repetition plans shall submit an application before the end of the performance and submit the additional performance proposal within the deadline. All the costumes, props and sets after the dismantling of the stage can be retained. Otherwise, the specific items will be retained in accordance with the following regulation except for the large-scale productions approved by the department.
- V. Due to the limited storage space of the department, props, sets, and costumes shall at least meet the following requirements:
Only one of the items can be kept, and the remaining items shall be discarded or handed over to the crew for their own disposal.
 - A. Well preserved and reusable.
 - B. Low repeatability with existing costumes, props and sets.
 - C. In the short term (three months), other crews or classrooms have booked to use or modify the same object.
- VI. Principles
Costumes are stored in Room 701 of the Art Building, props and equipment are stored in Room 219 of the Art Building, and display equipment is stored in Room 318 and 7th Floor. The principle of storage is based on catalog files.

VII. For courses

- A. The borrower shall mortgage the student ID or ID card, and return the borrowed objects after use on the same day.
- B. If the borrowed objects cannot be returned on the same day, the deposit of 1,000 dollars will be collected and will be return if the borrowed objects are undamaged or repaired.
- C. If there is a broken needle on the borrowed sewing machine, please replace the needle by yourself, otherwise a deposit of 1,000 dollars will be confiscated and the sewing machine cannot be borrowed for one semester.

VIII. For rehearsal and exhibition

- A. All borrowers must register with the undertaker at 319, and the registration time for borrowing is from 3pm to 5:30pm every Monday, Wednesday and Friday.
- B. Those who borrow clothing, cosmetics, and display equipment are required to pay a deposit of 1,000 dollars, and comply with the following cleaning principles.
 - 1. Borrowing clothing will be charged for the cleaning fee, and the cleaning unit shall be the laundry department of the Student Center.
 - 2. For borrowing cosmetics, please clean the brush before returning it back.
 - 3. The borrowed display equipment shall be returned with no works, no rubbish, and no traces.
- C. All borrowed objects shall not be damaged, and shall be cleaned and returned within the specified time, otherwise the deposit will be confiscated.
- D. If the costumes, props, and equipment need to be remanufactured or repainted due to plots, exhibitions or other needs, the new costumes and props must be rephotographed for updating the relevant files.
- E. The completed props of the crew will be placed in Room 701 on the seventh floor of the Art Building. Please register at department office before borrowing.
- F. If Room 219 is used as a place for temporary props of the crew in progress, please arrange them neatly against the wall, and mark the name of the crew.
- G. All productions shall be carried out in the production classroom and do not move to public areas. Please keep the classrooms clean or the crew's rehearsal classroom cleaning fee and costume/props deposit will be deducted in full.

All sets, props, equipment, etc. are classified as follows:

Item	Description	Location	Placement principle
Sets and large props	Mainly reusable, divided into 4	Room 219	Arrange neatly

	categories: flats, tables, chairs, cabinets, etc.		
Small props	Divided into four categories: daily necessities, weapons and masks, decorations and toys, electrical devices, and containers	Room 219	Arrange neatly by categories
Design showcase	40 pieces	Balcony of Room 703, 7F	Arrange neatly
Display panels	A total of 20 foreign and 44 domestic boards, with tripods and clip lights	3F Room 318	The display panels are arranged neatly, and the tripod and clip lights are packed and stored.
Retractable Barrier	22 pieces	3F Room 318	Arrange neatly
Poster stand	1 catalog holder, 3 poster holders	3F Room 318	Arrange neatly
Cloths	Refer the catalog	1F Room 114 7F Room 701	Fold them neatly after cleaning
Shoes	Divided into three categories: high heels, flat shoes, men's shoes and boots	7F Room 701	Arrange neatly
Accessories	Divided into two categories: jewelry accessories and headwear	7F Room 701	Arrange neatly
Cosmetic		3F Department Office	Arrange neatly
First-aid kit		3F Department Office	Arrange neatly

IX. Anyone violates the above regulations shall cancel the right to use props.

- X. The above unmentioned matters shall be handled in accordance with the instructions of the management staff of the department office.
- XI. These regulations were approved by the Department Affairs Council. Modifications shall follow the same procedure.

For the avoidance of doubt in English version regulation, Chinese version will be prevailing.