

A to Z Theatrical

Supply and Service, Inc



by Laurence O'Keefe and Kevin Murphy





ABOUT A TO Z

A to Z Theatrical Supply and Service has been serving the theatre community for over half a century. In 1959 two brothers started a company out of their garage, building and repairing theatrical electrical lighting strips. As the business grew, it was expanded out of the garage and into a 6,000 square foot space in Kansas City.

Over the years, A to Z has grown and improved to better serve not just Kansas City, but clients all over the world. Current owner Alex Perry acquired the company in 2013 with a vision of working on fun and innovative projects to enhance the theatrical world. With locations in Kansas City, Wichita, and Milwaukee, we now have over 100,000 square feet of costumes, make up, theatrical supplies, props and everything else your production might need!

Costuming: Our costume staff has over a half century of experience between them, having worked on shows from middle school productions to Broadway. A full list of our current show packages can be found at atoztheatrical.com. Need a custom creation? You got it. Our costume shop can design/sew/build/create something just for you.

Props and Scenery: We have a prop for nearly every scene of any show! And if we don't? We can make it. Our scenic team has decades of experience to help you develop and execute ideas, from consultation and design through construction and installation. We will help to transform your artistic vision into a reality, so you can get the most out of your scenery for the budget you have available.

A to Z Theatrical also offers services in Lighting, Sound, Curtains, Rigging, Events, and more. Contact us today to see what we can do for you. Our staff of experienced theatrical professionals are committed to helping the customer in any way we can.









TELL US ABOUT YOU

Contact Information:	Show Information:		
	Costume Budget:		
(Name of Organization)	Cast Size:		
(Primary Contact / Responsible Party)	Need By Date:		
	Performance Dates:		
(Main Phone Number)	Return (Ship) Date:		
(Alternate Phone Number)	Payment Method* *VISA, Master Card, Discover, P.O. If P.O. is used, a Hard Copy is Required		
(Email)			
(Website) Billing Address:	Shipping Address (if different):		
(Name of Organization)	(Name of Organization)		
(Attn:)	(Attn:)		
(Street)	(Street)		
(City)	(City)		
(State)	(State)		
(Zip Code)			



OUR EASY STEP BY STEP PROCESS



Look over our packaged items

Provided for you are suggestions from our collection that adhere to how the playwright envisioned the show.



Speak with one of our Sales Specialists

Our dedicated staff will be happy to work with you to build a package that meets your needs and budget.

Phone: (816) 523-1655 Email: info@atoztheatrical.com



Information and Agreements

Once final decisions have been made regarding pieces, dates, measurements, and logistics, a rental agreement will be created and signed by both parties.



Let Us Handle the Rest

You have a show to run! We will take care of hand selecting items from our collection, building unique pieces, and/or making alterations so everything fits perfectly into your production.

HAVE A MORE UNIQUE VISION FOR YOUR PRODUCTION?

Let us know what you're thinking - we can custom build anything to bring your vision to life - whether for rent or purchase!



OUR PRICING STRUCTURE

Our costume pricing is structured in three tiers:

- Standard: everyday wear, the majority of our costumes fall in this tier.
- Premium: a higher range of more detailed costuming.
- Specialty: the highest pricing class featuring costumes that are more elaborate and often consist of materials and trims that require more maintenance.

Each pricing tier is priced per look based on a 1-week minimum rental (Monday to Monday). A second week is 50% of the original weekly cost. From the third week on, each additional week is 25% of the original weekly rental cost.

Costume Tier:	Week 1 Price:	Week 2 Price:	Add Week(s) Price:
Standard	\$50	\$25	\$12.50
Premium	\$100	\$50	\$25
Specialty	\$150	\$75	\$37.50

Cleaning fee per Costume Look \$20

The cleaning fee is applicable to all Costume Looks rented, without exception.

Other Costume Options

Add On \$10 per item

An additional costume piece added to the base costume that changes the costume 'look'.

Alterations per Costume Look \$100

You may choose to have A to Z alter certain Costume Looks rented; we can perform all of the alterations, some of them, or none at all.

Premium Prep per Costume Look \$25

All costumes and accessories will be pressed or steamed and ready for wear in your production.

Design Consultation per Costume Look \$50

Costumes are quoted based on what our costume professionals have selected from our inventory in the required size range. Any request outside of that selection, including requesting multiple options for one character or hand-selecting items in-house, will incur a Design Consultation fee.

Add-On Options are available up to 4 weeks before your order ship/pickup date and can only be completed once we have received the signed contract, deposit, and measurements. After the 4 week mark, any or all Add-Ons may become unavailable and a rush fee of \$50.00 per look may be accrued.



STAGE MAKEUP

Mehron Mini Pro Student Makeup Kits includes:

- 8 color cream makeup palette with
 3 CreamBlend foundation shades and accents
- Colorset powder
- Eye liner pencil
- Stipple sponge
- Non-latex sponge Powder puff
- Detailed Instruction booklet



Ben Nye Personal Kits (PK Series) includes:

- Creme Foundation we carry eight (8) shades
- Mini Creme Contour Palette (includes Highlight, Shadow, Rouge & Lip Color)
- Setting Powder
- Eyebrow Pencil
- Flat Brush
- Powder puff
- Latex sponge
- Stipple sponge





Reach out to our Makeup Specialists for more information and pricing at info@atoztheatrical.com.

Special orders are available!



COSTUME MEASUREMENT FORM

	Date:
*REFER TO A to Z MEASUREMENT INSTRI	UCTIONS WHILE TAKING MEASUREMENTS
Production:	Organization:
Role(s):	Actor name:
Sex (check one): □ Male □ Female □ Non-Binary	Height: Weight:lbs
Pants size:	Shirt/ dress size:
Shoe size:	Suit/ bra size:
Circumference of head:	Base of neck:
Bust/Chest: (Expanded):	Waist: (Expanded):
Full hip:@	(Bent arm) Center back neck to wrist:
Side waist to knee: to ankle:	Side waist to desired hem:
Inseam to knee: to ankle:	Inseam to desired hem:
Allergies:	
Design Notes / Additional information:	



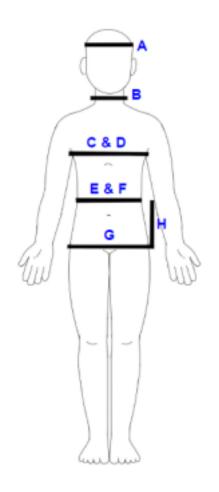
COSTUME MEASUREMENT INSTRUCTIONS

Before measuring:

- 1. Empty all pockets.
- 2. Remove bulky clothing items for better accuracy.
- 3. Wear the same or similar undergarments you will wear in costume (measurements vary greatly in sports bras vs. push up bras, for example).

When measuring:

- 1. DO NOT TAKE YOUR OWN MEASUREMENTS; they will be inaccurate if you take them yourself.
- 2. DO NOT GUESS YOUR MEASUREMENTS; accurate measurements are a necessity.
- 3. Measurements should be taken in inches (metric measurements will not be accepted).
- 4. Fill out the measurement form legibly, or download the PDF fillable form to your computer.
- 5. Respect personal boundaries; allow the actor to run the measuring tape between their legs or to hold the measuring tape at their own inseam.
- A. Circumference of Head: Measure around the head just above the ears and across the forehead. If your hair is significantly voluminous, make a note under Additional Information. (typically 20" to 30")
- **B. Base of Neck**: Measure the circumference at the base of the neck. (typically 14" to 19")
- C. Bust/ Chest: Measure the circumference by placing the measuring tape at the fullest part of the bust/chest. Wrap under the arms and back to the front. Make sure the measuring tape is parallel to the floor all around the body, and not drooping across the shoulder blades. (typically 28"-60")
- D. Bust/Chest (Expanded): Take a full breath for this measurement, particularly important for singing roles
- E. Waist: Locate the waist by bending at the side; where the crease forms is the natural waistline. Measure the circumference around the body at this position (typically 23"-50")

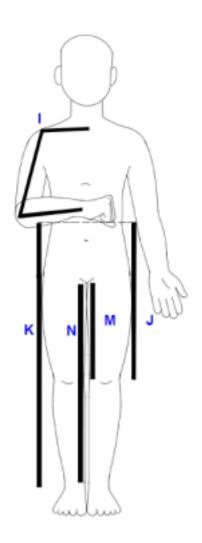




COSTUME MEASUREMENT INSTRUCTIONS

- F. Waist (Expanded): Take a full breath for this measurement, particularly important for singing roles
- **G. Full hip:** Locate the fullest part of the buttocks and measure the circumference around the body. Make sure measuring tape is parallel to the floor all around the body (typically 30" to 65")
- H. Full hip @: Measure from the side waist to the position of the Full hip measurement (typically <10")</p>
- I. Center back neck to wrist (Bent arm):

 Bend the arm at 90 degrees, as though reading a wrist watch. Measure from base of neck to tip of shoulder bone, down the bent arm to wrist bone (typically 32"-38")
- J. Side waist to knee: Measure along the side of the body, from waist to knee (typically <35")</p>
- K. Side waist to ankle: Measure along the side of the body, from waist to ankle (typically <50")</p>
- L. Side waist to desired hem: Measure along the side of the body, from waist to desired hem
- M. Inseam to knee: Measure along the inside of the leg, from crotch to knee (typically <30")</p>
- N. Inseam to ankle: Measure along the inside of the leg, from crotch to ankle (typically <45")</p>
- O. Inseam to desired hem: Measure along the inside of the leg, from crotch to desired hem





ORDER PAGE

Title: Heathers: The Musical

Book, Music and Lyrics by: Kevin Murphy, Laurence "Larry" O'Keefe

Setting: Sherwood Ohio, 1989

Veronica Sawyer dreams of the days when schoolmates were actually kind to each other. If only she could rise above the conflict like 'The Heathers'. Three girls, all named Heather and all oblivious to the bullies and drama that surrounds them. As Veronica hustles her way into the clique she discovers that staying atop the high school food chain isn't everything. Then she falls for the new kid....

Qnty Req.	of	Quant. Avail.	Character	Act / Scene	Piece Description	
	of	1	Veronica - Main Look	1:1A	White Blouse, Cardigan, Skirt, Sockls, Hat, Brooch. Earrings, Monocle	
	of	1	Additional Look	1:1B	Blue Suit Jacket, Pleated Skirt, Blouse, Jewelry, Hair Bow, Knee Socks	
	of	1	Add on	1:4	Sleeveless Blouse, Suspenders	
	of	1	Jason Dean - Main Look	1:2	Dark Shirt, Black Jeans, Black T-Shirt, Black Leather Trench Coat	
	of	1	Heather Chandler - Main Look	1:1	Red Suit Jacket, Read Skirt, White Blouse, Jewelry, Scrunchy, Knee Socks	
	of	1	Add on	1:4	Off the Shoulder Top, Belt	
	of	1	Additional Look	1:6	Red Nightgown, Red Robe	
	of	1	Heather Duke - Main Look	1:1	Green Suit Jacket, Pleated Skirt, Blouse, Jewelry, Hair Clip, Knee Socks	
	of	1	Add on	1:5	Short Sleeve Blouse, Belt	
	of	1	Additional Look	2:1	Black Dress, Tights, Elbow Gloves, Black Hat, Necklace	
	of	1	Heather Mcnamara - Main Look	1:1	Yellow Suit Jacket, Pleated Skirt, Blouse, Jewelry, Hair Bow, Knee Socks, Yellow Purse	
	of	1	Add on	1:5	Blouse, Cardigan	
	of	1	Additional Look	2:1	Black Dress, Jacket, Hair Bow, Tights, Necklace	
	of	1	Additional Look	2:7B	Cheerleader Top, Yellow Skirt	



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	1		Т		
Qnty Req.	of	Quant. Avail.	Character	Act / Scene	Piece Description
	of	1	Ram Sweeney - Main Look	1:1	Polo Shirt, Jeans, Letterman's Jacket
	of	1	Add on	1:11B	Tie, White Underwear, Tube Socks
	of	1	Kurt Kelley - Main Look	1:1	T-Shirt, Jeans, Letterman's Jacket
	of	1	Add on	1:11	White Underwear, Tube Socks
	of	1	Martha Dunstock - Main Look	1:11	Cartoon Shirt, Jeans, Cardigan, Leg Warmers, Black Hat
	of	1	Additional Look	2:1	Black Dress, Black Leg Warmers, Black Hat
	of	1	Add on	2:9	Neck Brace, Leg Brace
	of	1	Ms. Flemming - Main Look	1:1	Long Skirt, Blouse, Vest, Belt, Colored Socks, Glasses, Jewelry, Headband
	of	1	Additional Look	2:1	Long Black Dress, Hat, Shawl, Gloves, Black Bead Necklace
	of	1	Principal Gowan - Main Look	1:1	Double Breasted Suit Jacket, Pleated Pants, Shirt, Tie
	of	1	Additional Look	2:1	Black Suit Jacket, Pants, White Shirt, Black Tie
	of	1	Coach Ripper - Main Look	1:1	Polo Shirt, Gym Shorts, Tube Socks, Baseball Cap
	of	1	Additional Look	2:1	Black Polo Shirt, Black Shorts, Black Socks, Black Baseball Cap
	of	1	Preppy Stud - Main Look	1:1	White Trousers, Shirt, Sweater w/Rolled Sleeves, Loose Tie
	of	1	Additional Look	2:1	Black Shirt, Black Pants, Black T-Shirt, Black Sweater Around Waist
	of	1	Hipster Dork - Main Look	1:1	Button Up Shirt, Trousers, Open Vest, Ascot, Glasses, Fedora
	of	1	Additional Look	2:1	White Shirt w/Rolled Sleeves, Black Trousers, Dark Vest, Black Fedora
	of	1	Stoner Chick - Main Look	1:1	T-Shirt, Jeans, Open Flannel Shirt, Oversized Military Jacket
	of	1	Additional Look	2:1	Long Black Dress, Oversized Black Sweater, Belt, Newsboy Cap
	of	1	Additional Look	2:1	Long Black Dress, Oversized Black Sweater, Belt, Newsbo



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Qnty		Quant.		Act /		
Req.	of	Avail.	Character	Scene	Piece Description	
	of	1	Young Republicanette - Main Look	1:1	Blouse, Skirt, Ascot, Belt	
	of	1	Additional Look	2:1	Black Long Sleeve Blouse, Black Skirt, Black Tights, Black Gloves	
	of	1	Beleaguered Geek - Main Look	1:1	Striped Long Sleeve Polo, Colored Trousers, Belt, Aviator Glasses	
	of	1	Additional Look	2:1	Grey Short Sleeve Shirt, Black Trousers, Black Tie	
	of	1	Veronica's Mom - Main Look	1:3	Short Sleeve Blouse, Pleated Front Pants, Vest, Jewelry	
	of	1	Veronica's Dad - Main Look	1:3	Button Up Shirt, Pleated Front Pants, Sweater w/Rolled Sleeves, Glasses	
	of	1	Ram's Dad - Main Look	1:5	Button Up Shirt, Jeans, Utility Vest, Undershirt, Baseball Cap	
	of	1	Additional Look	2:1	Button Up Shirt, Black Trousers, Black Tie, Dark Cardigan	
	of	1	Kurt's Dad - Main Look	1:5	Long Sleeve Henley Shirt, Overalls, Bucket Hat	
	of	1	Additional Look	2:1	Dark Suit Jacket, Black Pants, Button Up Shirt, Tie	
	of	1	Big Bud Dean, JD's Dad - Main Look	1:8	Tracksuit Jacket and Pants, Undershirt	
	of	1	Officer McCord - Main Look	1:7	Short Sleeve Black Shirt, Black Pants, Utility Belt, Black Peak Cap w/Badge	
	of	1	Officer Milner - Main Look	1:7	Short Sleeve Black Shirt, Black Pants, Utility Belt, Black Peak Cap w/Badge	
	of	20	Spooky Teens - Main Look	1:6	White Choir Robes, 3D Glasses	
	of	5	Cheerleaders - Main Look	2:7	Cheerleader Sweater, Skirt, Hair Bow	
			Party Ensemble:			
	of	1	Bad Boy - Main Look	1:5	Plaid Shirt, Jeans, Denim Jacket, Undershirt, Fingerless Gloves, Bandanna	
	of	1	Vixen - Main Look	1:5	Tube Top, Skirt, Colored Tights, Jewelry	
	of	1	Popular Girl - Main Look	1:5	Dress, Belt, Jewelry	
	of	1	Popular Boy - Main Look	1:5	Button Up Shirt, Sweater Vest, Jeans	

Exact costumes subject to measurements and availability.

Please contact a sales associate for more details at info@atoztheatrical.com or (816) 523-1655.

ATOZTHEATRICAL.COM (816) 523-1655

KANSAS CITY, MO • WICHITA, KS • MILWAUKEE, WI



RENTAL AGREEMENT

- 1. Fifty percent (50%) of the rental fee is due to reserve rental items. This reservation deposit is non-refundable upon cancellation. All items must be paid in full before removal from A to Z Theatrical Supply and Service, Inc. (hereafter "ATOZ").
- 2. RENTER assumes full liability for theft, loss, or damage beyond normal wear and tear of items and packaging, up to and including the cost of replacement. RENTER agrees that damages are determined by ATOZ, and RENTER will be informed within 10 (ten) business days of any additional charges.
- 3. 24 Hours notice is required for cancellation. Full Rental Fee is non-refundable thereafter.
- 4. Full Rental Fee due before AtoZ can begin fabrication, customization, or special conditions can be made.
- 5. Acceptance of the Rental Merchandise by RENTER shall constitute a bond of agreement that all items are present and in good condition. In the event of damaged or malfunctioning goods, RENTER must notify ATOZ immediately at (816) 523-1655 (Option #6 for Emergency Line) or via email at emergency@atoztheatrical.com.
- 6. Items, parts, and accessories shall not be modified, altered, serviced, repaired, or replaced without prior written consent of ATOZ. Do not use tape, or pins of any kind on any rental items.
- 7. Ownership of all rental merchandise remains in the name of ATOZ.
- 8. Return items to the pick-up location.
 All returns are to be made Monday through Friday, 9:30 AM to 4:30 PM.
- 9. RENTER shall have no right to authorize any other party to use items.
- 10. In the event RENTER fails to return any rental merchandise under this contract, ATOZ shall use all means available under the law to recover the rental merchandise and damages thereof. In the event RENTER refuses to return any of the merchandise, ATOZ may proceed to file or sign any necessary criminal complaint with the proper governmental authorities for the prosecution and return of such rental merchandise. RENTER will pay any and all necessary and reasonable charges incurred by ATOZ in the recovery of rental merchandise, either by civil or criminal process of law.
- 11. RENTER agrees to list ATOZ as additionally Insured on RENTER's Insurance Policy.
- 12. RENTER agrees to indemnify, defend, and hold harmless ATOZ from and against any claim, demand, cause of action, loss or liability (including attorney's fees and expenses of litigation) for any property damage or personal injury. The provisions of this Article shall survive the termination of this Agreement with respect to any claims or liability accruing before such termination. In no event shall ATOZ be liable for any indirect, special or consequential loss or damages arising from RENTER's use of items, including but not limited to loss of profits and loss of revenue, even if informed of the possibility of such damages.

The signatory gives ATOZ permission to charge this card. The card details will be stored in the client profile, and will only be used for approved purchases. ATOZ is authorized to charge any debit or credit card on file for an amount equal to all payments and fees due. RENTER agrees to pay late charges for additional rental periods, plus a 20% convenience fee. After 7 days without resolution, the replacement cost will be charged in full. Payments via a Purchase Order are required to include the coverage of incidentals including damages or lost items.

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Quotation or Rental Number	Credit Card Last Four	Date	
Print Name	 Signature		