



# A to Z Theatrical

Supply and Service, Inc



*Music by Alan Menken, Lyrics by Glenn Slater, Book by Cheri & Bill Steinkellner, Additional book material by Douglas Carter Beane*



**ATOZTHEATRICAL.COM (816) 523-1655**

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



# 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](http://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.



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# TELL US ABOUT YOU

## Contact Information:

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Primary Contact / Responsible Party)

\_\_\_\_\_  
(Main Phone Number)

\_\_\_\_\_  
(Alternate Phone Number)

\_\_\_\_\_  
(Email)

\_\_\_\_\_  
(Website)

## Billing Address:

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Attn:)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

## Show Information:

Costume Budget: \_\_\_\_\_

Cast Size: \_\_\_\_\_

Need By Date: \_\_\_\_\_

Performance Dates: \_\_\_\_\_

Return (Ship) Date: \_\_\_\_\_

Payment Method\* \_\_\_\_\_

*\*VISA, Master Card, Discover, P.O..  
If P.O. is used, a Hard Copy is Required.*

## Shipping Address (if different):

\_\_\_\_\_  
(Name of Organization)

\_\_\_\_\_  
(Attn:)

\_\_\_\_\_  
(Street)

\_\_\_\_\_  
(City)

\_\_\_\_\_  
(State)

\_\_\_\_\_  
(Zip Code)

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## 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](mailto: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!

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# 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.

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# 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



### We Also Carry:

- Latex Wedge Sponges
- Round Synthetic Sponges
- Adhesives (for beards, prosthetics, etc.):  
Spirit Gum, Pros-Aid,  
Glitter Glue, LiquiSet
- Makeup Brushes
- Setting Powder/Setting  
Spray
- Skin Prep
- Ben Nye Neutral Set  
And So Much More!

Reach out to our Makeup Specialists for more information and pricing at [info@atoztheatrical.com](mailto:info@atoztheatrical.com).  
Special orders are available!

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# COSTUME MEASUREMENT FORM

Date: \_\_\_\_\_

**\*REFER TO A to Z MEASUREMENT INSTRUCTIONS 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:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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# 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.

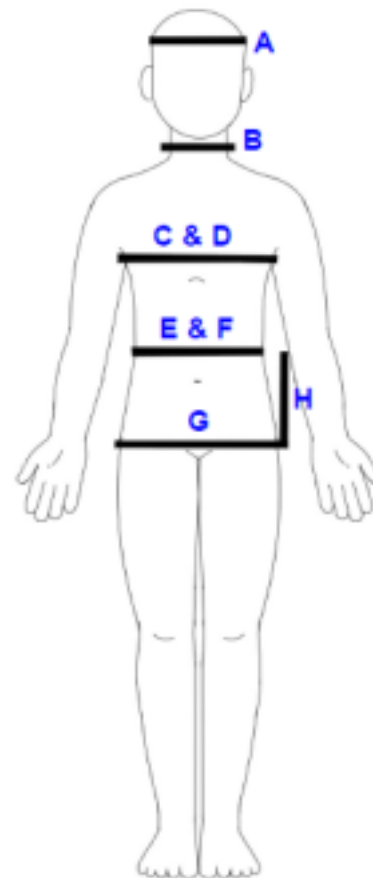
**A. Circumference of Head:** Measure around the head just above the ears and across the forehead. If your hair is significantly voluminous, make a note under Additional Information. (typically 20" to 30")

**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")

**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")

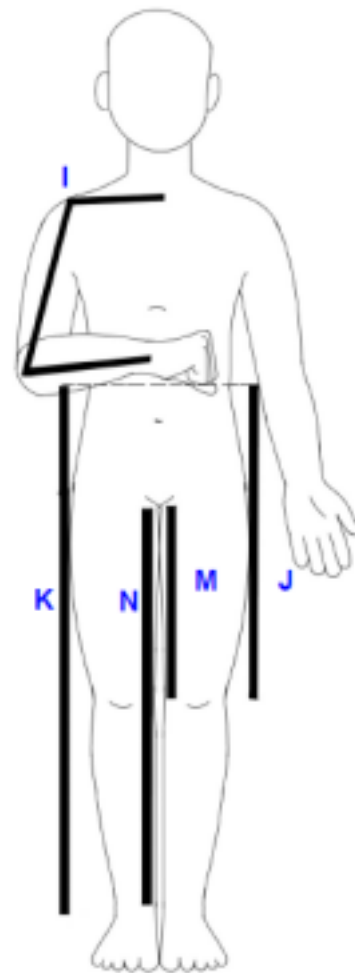
**K. Side waist to ankle:** Measure along the side of the body, from waist to ankle (typically <50")

**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")

**N. Inseam to ankle:** Measure along the inside of the leg, from crotch to ankle (typically <45")

**O. Inseam to desired hem:** Measure along the inside of the leg, from crotch to desired hem





# ORDER PAGE

**Title: Sister Act**

**Music by: Alan Menken**

**Lyrics by: Glenn Slater**

**Book by: Cheri Steinkellner and Bill Steinkellner**

**Additional Book Material by: Douglas Carter Beane**

**Based on the Touchstone Pictures Motion Picture, Sister Act, written by Joseph Howard.**

When disco diva, Deloris Van Cartier, witnesses a murder, she is put in protective custody in the one place the cops are sure she won't be found: a convent! Disguised as a nun, she finds herself at odds with both the rigid lifestyle and uptight Mother Superior. Using her unique disco moves and singing talent to inspire the choir, Deloris breathes new life into the church and community but, in doing so, blows her cover. Soon, the gang is giving chase, only to find them up against Deloris and the power of her newly found sisterhood.

Qty Req.	of	Quant. Avail.	Character	Act / Scene	Piece Description
	of	1	<b>Deloris Van Cartier Main Look</b>	1/1	70's Hot Pants, Sequin Top, Wide Belt
	of	1	- Add-on	1/1	Fake Fur Coat, Large Fringed Purse
	of	1	- Additional Look	1/6	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	- Add-on	1/14	Choir Robe
	of	1	- Add-on	2/5	Pajama Set
	of	1	- Add-on	2/6	70's street Clothes
	of	1	<b>Michelle - Main Look</b>	1/1	70's Style Jumpsuit
	of	1	<b>Tina - Base Look</b>	1/1	70's Style Jumpsuit
	of	1	<b>Curtis Jackson - Main Look</b>	1/1	Dark Suit Jacket, Pants, Patterned Button Down Shirt w/Wide Collar
	of	1	- Add-on	2/3	Change Shirt
	of	1	<b>TJ - Main Look</b>	1/1	Light Suit Jacket, Pants, Patterned Button Down Shirt w/Wide Collar
	of	1	- Add-on	2/3	Change Shirt
	of	1	Additional Look	2/10	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary

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# ORDER PAGE

Qty Req.	of	Quant. Avail.	Character	Act / Scene	Piece Description
	of	1	<b>Joey</b> - Main Look	1/1	Leather Jacket, 70's Bright Short Sleeved Shirt, Pants
	of	1	- Add-on	2/3	Change Shirt
	of	1	Additional Look	2/10	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	<b>Pablo</b> - Main Look	1/1	Bell Bottom Pants, Bright Colored Shirt
	of	1	- Add-on	2/3	Change Shirt
	of	1	Additional Look	2/10	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	<b>Eddie Souther</b> - Main Look	1/4	Police Jacket, Blue Police Shirt, Pants, Hat, Tie, Belt, Badge
	of	1	<b>Monsignor O'hara</b> - Main Look	1/5	Black Cassock w/Sash, Monsignor Mozzetta (Cape), Rosary
	of	1	- Add-on	1/14	Ornamental Chausible
	of	1	<b>Mother Superior</b> - Main Look	1/5	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	- Add-on	2/4	Pajama Set
	of	1	<b>Sister Mary Patrick</b> - Main Look	1/5	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	- Add-on	1/14	Choir Robe
	of	1	- Add-on	2/5	Pajama Set
	of	1	<b>Sister Mary Lazarus</b> - Main Look	1/5	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	- Add-on	1/14	Choir Robe
	of	1	- Add-on	2/5	Pajama Set
	of	1	<b>Sister Mary Martin-of-Tours</b> - Main Look	1/5	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	- Add-on	1/14	Choir Robe
	of	1	- Add-on	2/5	Pajama Set

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Qty Req.	of	Quant. Avail.	Character	Act / Scene	Piece Description
	of	1	<b>Sister Mary Teresa</b> - Main Look	1/5	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	1	- Add-on	1/14	Choir Robe
	of	1	- Add-on	2/5	Pajama Set
	of	1	<b>Sister Mary Robert</b> - Main Look	1/6	Black Pinafore Dress, White Blouse, Veil
	of	1	- Add-on	1/14	Choir Robe
	of	1	- Add-on	2/5	Pajama Set
	of	6	<b>Bar Patrons</b> - Main Look	1/10	70's Street Clothes
	of	1	<b>Waitress</b> - Main Look	1/10	Jeans, Logo T-Shirt, Half Apron
	of	2	<b>Hookers</b> - Main Look	1/4	Skirt, Blouse, Jewelry, Fishnet Stockings
	of	4	<b>Female Homeless People</b> - Main Look	1/11	Distressed, Ragged Street Clothing
	of	4	<b>Female Fantasy Dancers</b> - Main Look	2/7	Sparkle Jumpsuits & Headbands
	of	11	<b>Nuns</b> - Main Look	1/5	Habit Tunic, Scapular, Wimple, Veil, Belt, Rosary
	of	11	- Add-on	1/14	Choir Robe
	of	11	- Add-on	2/5	Pajama Set
	of	1	<b>Ernie</b> - Main Look	1/1	Dark Pants, Colorful Button Down Shirt, Gold Chain
	of	1	<b>Cab Driver</b> - Main Look	2/3	Jeans, 70's Short Sleeved Shirt, Members Only Jacket, Flat Cap
	of	1	<b>Cop</b> - Main Look	1/4	Police Jacket, Blue Police Shirt, Pants, Hat, Tie, Belt, Badge
	of	1	<b>Bartender (Nightclub)</b> - Main Look	1/10	Black Pants, Black Shirt, Half Apron
	of	1	<b>Bartender (Bar)</b> - Main Look	1/1	Black Pants, Black Shirt, Dirty Half Apron
	of	1	<b>Pool Player</b> - Main Look	1/10	70's Style Street Clothes
	of	1	<b>Drag Queen</b> - Main Look	1/10	Pants or Skirt, 70's Sequined Top, Wide Belt

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# ORDER PAGE

Qty Req.	of	Quant. Avail.	Character	Act / Scene	Piece Description
	of	4	<b>Male Homeless People</b> - Main Look	1/11	Distressed, Ragged Street Clothing
	of	1	<b>Newscaster</b> - Main Look	2/3	Brown Suit, Button Down Shirt, Tie
	of	7	<b>Male Fantasy Dancers</b> - Main Look	2/7	Sparkle Jumpsuit w/Bell Bottom Legs, Wide Belt
	of	4	<b>Gay Boys</b> - Main Look	2/7	Tight Fitting Street Clothes

*Exact costumes subject to measurements and availability.*

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

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# 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](mailto: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.*

\_\_\_\_\_  
Quotation or Rental Number

\_\_\_\_\_  
Credit Card Last Four

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Signature

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