

Costume loan & return record

Wardrobe team: list every piece issued. Use the right-hand columns when the costume is returned.

Production

Performer / class

Role

Return by

Costume pieces and accessories

Piece / item ID	Size	Qty	Condition out	Returned	Condition back

Issued by / date

Received back by / date

Follow-up

Missing items, repairs or alterations to arrange

Wardrobe contact:

Free template from screenmyform.com/forms