

Tompkins HS Orchestras Uniform Guidelines

Your uniform for this school year is provided by Katy ISD and Tompkins Orchestra Friends. Students are responsible for the care and maintenance of their uniform while it is in their possession. Please adhere to the following guidelines to avoid any fines at the end of the current school year.

1. **Try on your uniform immediately! Do not wait until the concert week. If you have issues, please see #11 below.**
2. Transport your formal uniform in your garment bag at all times.
3. No fabric may be cut at any time.
4. All repairs should be done by hand using black thread and a simple slip stitch or straight stitch. Stitching will need to be secure, but easily removable.
5. Buttons on the tuxedos do fall off from time to time. Parents are responsible for replacing all missing buttons during the school year. **We have extra buttons!** Simply have your student request a replacement pack of buttons. When uniform is returned in the spring, please verify that no buttons are missing, and all buttons are securely attached. Fines of \$5 each will be assessed for each button that must be sewn by our uniform team.
6. Do not wash – dry clean only. With good care your uniform may only need to be dry cleaned once or twice during the year. Note that we will dry clean all uniforms once during the summer months, but that does not mean you may return your uniform in poor or soiled conditions.
7. Dresses may NOT be ironed for any reason.
8. Do **NOT** remove the bar code label for any reason. If it falls out, please reattach with black thread or return it for repair. Replacement cost for label removal is \$20 per label.
9. Ladies will provide their own black DRESS SHOES (closed toed) and black knee highs or stockings. **Ladies are not in uniform if they are not wearing stockings or knee highs.**
10. Gentlemen will provide a **nicely ironed properly fitting** tuxedo shirt, black DRESS SHOES and calf length **black** DRESS SOCKS.
11. If there are any problems with the uniform that cannot be fixed at home, please notify Mrs. Sanober Mirza sanobermirza@yahoo.com or Mrs. Doe Kim doe1kim@gmail.com
12. Students are responsible for any lost or damaged item. Uniform items replacement costs are as listed below. A student's account will not be cleared until items have been returned and/or fines have been paid. Failure to return items by year end will result in the retention of the student's final report card until replacement has been received.

ITEM	DRESS	TUX PANTS	TUX JACKET	BOW TIE	CUMMERBUND	HANGER
Amount	\$140	\$75	\$130	\$15	\$15	\$5

13. In the event that a student will no longer be in the orchestra the uniform must be returned before the student's account will be cleared.

Uniform Etiquette Guide:

The Tompkins HS formal orchestra uniform is a significant investment on behalf of Katy ISD and Tompkins Orchestra Friends and should always be treated with care and respect. The following are expectations for wear and conduct while in uniform.

Personal Grooming/Appearance:

- Minimal jewelry only. Must be silver in color
- No “wild” fingernail polish that draws attention. Ex: neon green
- Hair must be kept neat and groomed
- Hair accessories must be black in color

Uniform Care:

Uniform should be properly hung and stored inside your garment bags when not worn. If your uniform becomes soiled, contact uniform coordinators immediately so they may give directions on treatment.

Wearing the Uniform:

Ladies ensure you have black undergarments that do not show when wearing your dress
Ladies must wear black hose along with black formal shoes
Gentlemen must purchase and wear a white, wing-tipped collar tuxedo shirt that fits properly
Gentlemen must wear black DRESS shoes and black Dress socks. No footies or ankle socks
Gentlemen may not undress or arrive ½ dressed. Do not unbutton shirt or tie, wear alternate shoes, take of cummerbund, etc. Change completely when the concert had concluded.

Tuxedo dressing

1. Put on tux pants, undershirt, and socks
2. Put on and button tuxedo shirt (all buttons)
3. Tuck in shirt and align with zipper on the pants
4. Put on cummerbund with folds facing upwards like pockets
5. Turn cummerbund so that clasp is in back and front cleanly bridges the space between pants and shirt.
6. Set tie to correct length and hook it around your neck. Straighten the mirror.
7. Put on dress socks
8. Put on tuxedo jacket and check that collar lays flat and is not “popped”
9. Check to ensure you zipped your pants

Conduct:

No food, drink, or gum while in uniform unless given permission from directors
No running or vigorous activity
Do not change in public areas
Do not conduct yourself in a manner that draws negative attention
Always represent the OTHS Orchestras with pride and class