Submission Guide for Local Costume Consulars

Submitting a Costume

Costume submissions are submitted through the Saber Guild Forums - Costume Submissions. As your temple's Local Costume Consular (LCC) please either take the photos needed or ensure all the photos are there. Please see How to Take Submission Photos. If you are submitting a face character, please look at the Face Character section below to see if your applicant qualifies for Previous Approved Exemption. The photos should be submitted within a photo sharing album such as Google Photos, dropbox, imgur, or similar. Make sure the photos are viewable to anyone with the link.

Once you submit the post, please go ahead and let us know in the LCC chat on discord. If you are not added please notify the Global Costume Director on discord.

Need to see a step by step guide for posting on the forum? see here

If you do not have a local Temple please use this Wayseeker Costume Submission Form and then email costuming@saberguild.org to let us know you have submitted a costume.

Please message us in the local costume consular chat on Discord when you submit - this lets us make sure your submission is added the Costume Consular spreedsheet. Please give the costuming team ten days from submission to review the application. If you need this costume for a show within thirty days, please let us know by requesting a rush and letting us know the date of the show.

Once a submission is approved an email will be sent out and the submission will be moved to your temple archive. If more work is needed on the costume you and your applicant will receive an email detailing the changes needed. Feel free to reply to the email or message the team for clarification, or if you think we misunderstood something within the photos. Applicants have a right to appeal to the Global Council if they feel a costume judgement is incorrect. To do so, the Temple Local Director should email the Global Council the original application photo link, an explanation of why the decision is being appealed.

Forum Post Subject

Each submission will have one of the following three subject lines listed below based on the submission category:

1. For a NEW MEMBER SUBMISSION, the Subject Line should be completed as:
    1. MM/DD/YYYY||NEW Member [Username: Forum User Name] Standard Name
2. For an EXISTING MEMBER requesting an additional costume, the Subject Line should be completed as:
    1. MM/DD/YYYY Additional Costume [Username: Forum User Name] Standard Name
3. For COSTUME UPGRADES/species changes/etc, the Subject Line should be completed as:
    1. MM/DD/YYYY Costume Upgrades [Username: Forum User name] Standard Name
4. For all Face Characters please use the Standard Name that will be judged. Example: New Hope Luke, Ahsoka Series ben Kenobi, etc.

Submission Helpful Hints

Either the Costume Submission Forum or the Wayseeker Costume Submission Form will walk you through the information we need. Below are some tips/tricks to help your submission. You can always ask in the discord channel as well!

- **Costume Description:** List the color of each part below. You do not need the color numbers (hexcodes) from the standards, you can just name the color. You are welcome to call each shade of a color the same color name.
    - Outer Tunic Color
    - Under Tunic Color
    - Tabard Color
    - Obi Color
    - Belt Color
    - Pouch Color
    - Trousers/Skirt Color
    - Gloves Color(if present)
    - Boots Color
    - Cloak Color (if present)
    - Armor Color (if present)
- **Lightsaber Brand and Model:** Many times you do not have the maker or the model name. That is ok! List the type of blade used - heavy grade/medium grade and consult with your temple which they use.
    - Include a lit and unlit lightsaber photo in your submission

For a FACE CHARACTER submission

A Face Character is a character that appears in any official Lucas Film media that the member/applicant is trying to replicate exactly. These are your characters like Rey, Darth Vader, Luke Skywalker, Revan, etc. Characters must be force wielders who have wielded a light saber. Face Characters can be from any official Lucas Film Media - Comics, TV, or Movies. Legends or Cannon is accepted.

If the applicant/members costume has been approved within the last three years with one of our fellow Lucas Film Approved Costume Clubs they qualify for Previous Approved Submission Exemption. You will need a copy of the email or social media post that shows the date with year of the approval. Once you have the link to the photos and the copy of the approval email/social media post you can submit your applicant here in the PAE submission forum. If it has been longer than three years they will need to go through the regular application process. Need to see a step by step guide to posting a PAE? see here

Note: If no published standard exists, the applicant may either link to a draft standard on the forums of the applicable club (preferred) or include a full gallery of reference images showing the full back, front, and sides of the costume from head to toe. Applicants who choose to go the reference gallery route may also include a mockup of a draft standard, if none exists in other clubs. We recommend that applicants planning to submit costumes for which no standard exists confer with the GCCs on the level of accuracy which will be required before costume construction begins.

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