

Old Town San Diego State Historic Park  
**Period Attire Authorization Form**  
Staff, Volunteers, and Concessionaires

**Fabrics and patterns must be approved prior to initiating work. Ready-made clothing and accessories must be approved items from the approved vendor list or be approved in advance of purchase.**

Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Reason for this garment  
Staff to wear attire (Concession only)  
Person you are representing (Staff and Volunteers only)  
Approximate date or time period  
Any other relevant information

**For Period Attire to be Fabricated:**

Item to be fabricated

Style of garment/Pattern

Pattern Company

Pattern Number

Picture from pattern of garment

Picture or supporting documentation

Fabric

Scan or swatch of material

Date of fabric

Supporting documentation of date

Accessories and/or notions to complete garment

Description (*collar, detachable sleeves, buttons, braid, lace, etc.*)

Picture or sample of item

Photo or other supporting documentation

**Purchasing ready-made garments and/or accessories:**

Item to be purchased

Photo of item

Image from catalog or website

Other descriptive information

Any other relevant information

Vendor

On approved vendor list: Yes

No

Reason for selecting this vendor

**Approvals to proceed to purchase or have fabricated:**

Supervisor/Volunteer Coordinator (Staff and Volunteers only):

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

Concession Specialist (Concessions Only):

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

Historic Sector Superintendent

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

Period Attire Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Approval of **COMPLETED** fabricated garment:

Period Attire Committee: \_\_\_\_\_ Date: \_\_\_\_\_

Period Attire **NOT** approved for the following reasons:

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