

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:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Reason for garment (guild activities, replacement, etc.):** \_\_\_\_\_

**Staff to wear attire (Concession Only):** \_\_\_\_\_

**Guild/Activities participating in (Staff/Volunteers Only):** \_\_\_\_\_

**Approximate date or time period:** \_\_\_\_\_

**Any other relevant information:** \_\_\_\_\_

**For Period Attire to be Made:**

**Item to be Made:** \_\_\_\_\_

**Style of Garment/Pattern:** \_\_\_\_\_

**Pattern Company:** \_\_\_\_\_

**Pattern Number:** \_\_\_\_\_

**Picture from Pattern of Garment:** Attach to Form

**Picture or Supporting Documentation:** Attach to Form

**Name of Seamstress or Tailor:** \_\_\_\_\_

**Fabric:**

**Scan or Swatch of Material:** Attach to Form

**Identification of Fabric:**  Selvage Date: \_\_\_\_\_  Swatch Book: \_\_\_\_\_

Other: \_\_\_\_\_

**Supporting Documentation of Date:** Attach to Form

**Accessories and/or Notions to Complete Garment:**

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

**Picture or Sample of Item:** Attach to Form

**Photo or other Supporting Documentation:** Attach to Form

**Purchasing Ready-Made Garments and/or Accessories:**

**Item to be Purchased:**

Photo of Item  Image from Catalog  Other Descriptive Information

**Other Relevant Information:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Vendor:**

**On Approved Vendor List:** Yes  No

**Reason for Selecting This Vendor:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Approvals to Proceed to Purchase or Have Fabricated:**

**Jennifer Calder (Concessions Only):**

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

**Supervisor/Volunteer Coordinator (Staff/Volunteers Only)**

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

**Vanessa Jones (Staff/Volunteers Only):**

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

**Sector Manager:**

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

**Approval of COMPLETED Fabricated Garment:**

**Period Attire Member(s)** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Period Attire NOT Approved for the Following Reasons:** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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