

Old Town San Diego State Historic Park

Period Attire Authorization Form

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): _____

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 Manager):

_____ **Date:** _____

Approval of COMPLETED Fabricated Garment:

Period Attire Member(s) _____ **Date:** _____

Period Attire NOT Approved for the Following Reasons: _____

Signature: _____ **Date:** _____