

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

Directions

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: *Updating existing, replacing inappropriate, developing new character, developing attire for new staff, etc. This information is to help determine priority of item by supervisor and for those producing it.*

Staff to wear attire (Concessions only) *Sales staff, servers, host/hostess, manager, etc.*

Person you are representing (Staff and volunteers only) *This can either be a specific figure from history or a composite. If not a historic figure, provide enough information to help with developing your attire including (but not limited to): gender, age, ethnic and/or cultural background, and occupation/position.*

Approximate date or time period of business

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 *To be attached form*

Picture or supporting documentation *To be attached to form. Dated photo, dated description, dated period*

pattern.

Fabric

Scan or swatch of material *To be attached to form*

Date of fabric:

Supporting documentation of date: *If fabric is not a dated reproduction, this could be a swatch of a similar but dated piece of reproduction fabric, a dated photograph of a garment (or quilt) made of similar fabric, color copy of dated fabric from book or internet.*

Accessories and/or notions to complete garment: *This might include, but is not limited to, collar, detachable sleeves, buttons, braid, lace.*

Picture or sample of item attached: *For example, picture or actual buttons, picture or sample of braid or lace, picture or pattern for dress collar, etc.*

Photo or other supporting documentation: *Dated photo, dated description, dated period pattern.*

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): *To assure attire is consistent with expected work assignments and most current period attire review.*

Concession Specialist (Concessions Only): *To assure compliance with contract*

Historic Sector Superintendent: *To assure compliance with policies.*

Period Attire Committee: *To assure garment is consistent with the most current research and understanding of attire. Signature should not be from an individual member of the Period Attire Committee as there is no overall single expert in the District for Period Attire. Signature of Interpretation & Education Manager signifies agreement of the committee.*

Approval of **COMPLETED** fabricated garment: *Period Attire Committee **must** review final garment before it can be worn in the park to assure garment meets agreed upon standards and criteria.*

Period Attire Committee: _____ Date: _____

Period Attire **NOT** approved for the following reasons: *This section may be used if form is incomplete, to disapprove materials for the project if inappropriate, or for the final garment if it is not finished according to period style. Having the correct materials approved does not guarantee the garment will be approved. Garments are to be constructed to help tell the history of the site, not according to modern day taste.*

Signature: _____ Date: _____