

## **Northwest Territory Alliance Individual Inspection Form Instructions**

### **Purpose**

The goal of this form is to provide an inspector with sufficient information to evaluate your research and impression. The method of evaluation is a comparison between your garment/accoutrement and the research you present to support the item. Your garment/accoutrement must match your documentation to pass inspection.

### **The Individual Inspection Form**

If this is your first inspection, please use this form. If you have been previously inspected using the earlier forms, you may continue to use them if you wish. However, each item is being inspected, regardless of whether the item passed or failed previous inspections. Therefore, it is advisable to revisit your work prior to each inspection.

### **Your Biography**

Please attach your biography to your form. Your biography should be as complete as possible, and should be compatible with your unit's history and with your spouse's impression, if applicable. Include your assumed name, if any. Civilians with military units need to provide reason for being with the unit. Marital status is not a complete reason—please explain why you have chosen or were pressed to reside with a military unit. Please consult your unit history when creating your impression. Ideally, your biography should be documented. Children do not need individual biographies, but may be included on their parents' and are welcome to submit one of their own.

Your biography is intended to assist you in selecting appropriate clothing, and to assist your inspector in helping you to evaluate your clothing. Therefore, you should present as complete a picture as possible of your eighteenth-century persona. You may wish to include 1) your place and date of birth 2) your residence and occupation prior to the war (and, if applicable, your spouse's), 3) class or social status 4) nationality, ethnicity, or other identifiers, 5) length of time and occupation with your unit. Length is entirely up to you—take as much space as you need to fulfill the goals of the biography.

### **The IIF**

You may either write in the boxes of a printed version of the form, or you may type directly into the computer form. In either case, your form must be provided digitally to the IG, so handwritten forms must be scanned prior to inspection.

While children need not complete the biographical section, you will need separate forms to document each child's clothing and accoutrements.

### **Items and Sources**

Use the following page(s) to describe and document your clothing and accoutrements. List each item (unless two or more are exactly identical) separately. Use the first line to list the category (see list below) for the item, what the item is, what it is made of, what the primary color is, and identify it as solid, striped or printed. Printed patterns (such as florals) must be documented in addition to the garment's construction documentation.

Use the "sources" space for your documentation. Preferably, all documentation should be based on a primary source. Secondary sources may be used, but a primary source "trumps" a secondary one, and you will be encouraged to find primary source documentation for any items documented with secondary sources. Primary sources can include extant garments, original paintings, cartoons, or other drawings created *during* (not after) the period you are portraying, and written descriptions such as in diaries or runaway ads. Using any

standard citation method (MLA, APA, Chicago Manual) will yield a complete citation. Essentially, you must name your source and show where another person could find it. If a primary source such as a painting is reproduced in a book or article, you need to show both the original source (the painting) and its location (the book or article) in your citation. Both the original source and its location must be shown in order to allow your peers access to this information. Showing only the book your extant garment is shown in is not sufficient as it shows only the location; stating only the original runaway ad is not sufficient as another person could not reasonably track this down without the book or URL the ad was reproduced in. For instance:

Original Author. "Title of work or description of garment" in *Book*, author (City, State of publishing co: Publishing Company) Year published, page number/s.

Please list all items worn. Starting with category a, please list all items from that category as a group. Then proceed to category b. etc. Use as many pages as necessary. Please do not write in the Inspector's Column. That area is reserved for the inspection team. If you acquire an additional item from one of the categories after completing the form, please list it at the end of the form.

Unless otherwise documented. Women need at least one item from each of the following categories: a, j or k, l, m, o, and p.

Unless otherwise documented, non-uniformed males need at least one item from each of the following categories: a, k, l, n, o, and p.

Ideally, housebroken children require the same items as their adult counterparts with the exception of coats for boys. Infants should have at least headgear and shirt/shift.

### Categories:

- a. Headgear - to include all hats, helmets, caps, coifs, head scarves, etc.
- b. Firearms - includes sling, hammerstall.
- c. Canteens - include carriage.
- d. Haversacks/Packs
- e. Sidearms, etc. includes bayonets, knives, swords, halberds, spontoons. Describe style, pattern, etc.
- f. Sidearm carriage - includes scabbard, buckles, etc.
- g. Cartridge Boxes/Shot Pouches - include carriage and buckles.
- h. Overcoats/Capotes/Cloaks/Capes/Shawls.
- i. Items of Personal Adornment - include rank distinctions, eye glasses, jewelry, pocket watches, and other items habitually carried on the person and not otherwise covered by this form.
- j. Gowns - includes nightgowns, sacks, robes etc.
- k. Coats/Jackets - includes jackets, hunting shirts or frocks, shortgowns, bedgowns, caracos regimental coats, etc.
- l. Waistcoats/Corsets
- m. Belts/Aprons/Pockets - does not include sidearm carriages.
- n. Neck stocks (include method of closing)/Neck Handkerchiefs/Fichus
- o. Shirts/Chemises - does not include hunting shirts or other over shirts.
- p. Breeches/Trousers/Petticoats - includes all other lower body garments, including kilts.
- q. Footwear - includes shoes, boots, moccasins, pattens, etc.
- r. Stockings/Garters/Gaiters/Leggings/Spatterdashes.
- s. Other

**EXAMPLE:**

<u>Category/</u> <u>Source</u>	<u>Item - Describe fully (style, fabric, color, etc.)</u>	<u>INSPECTORS COLUMN</u>
<b>j</b>	Block-printed gown, cut en fourreau with polonaise	
<b>Source:</b>	Construction: Gown from The Gallery of English Costume, in <i>Patterns of Fashion 1</i> , Janet Arnold (Hollywood, CA: Quite Specific Media Group) 1972, p 36-7 Fabric: Apron from Colonial Williamsburg Collection, in <i>Costume Close-up</i> , Linda Baumgarten et al (Williamsburg, VA: The Colonial Williamsburg Foundation) 2000, p 47	
<b>k</b>	Blue Linen Shortgown	
<b>Source:</b>	Construction: Shortgown from Chester County Collection, in <i>Fitting and Proper</i> , Sharon Ann Burnston (Texarkana, TX: Scurlock Publishin) 1998, p 20	

**Your Appendices**

You will need to have all of your reference materials available to your inspector during your inspection. You may choose to bring photocopies or your books with you, or you can scan hard copies of books or articles or copy digital pictures and text files into blank Word document pages following your itemized form. The advantage to the latter method, despite the additional time require to scan or copy the materials, is that the record is not only permanent but also saved and on file with the IG, creating a database of sources.

If you have multiple sources for an item, you may choose to copy or bring only one or two sources that provide complete documentation. Please ensure that your documentation provides complete explanation for your item—ie, if you have one source that describes construction and another that confirms color, provide both.