

# STYLING CLOSET AND VAULT GUIDELINES

## SPRING 2021

### 625 Polk St.

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#### POLICIES:

**FSH 284, FSH 478, FSH 384, FSH 644, FSH 729, FSH 744: 20 ITEMS MAX.**

1) Reservations must be placed at least **ONE (1) week in advance**.

**RESERVATION FORM** - <https://forms.gle/RYzDtwrs1BgZYga78>

The Styling Closet and Vault will only be open every

**Wednesday from 1:00 pm - 3:00 pm** for **Reservation / Pick Ups / Returns ONLY**.

(Hours will extend depending on need / requests.)

2) **You must pay a \$50.00 fee to access the Styling Closet & Vault for the semester.** This will be charged to your student self-service account.

**You must also sign the Styling Closet Agreement Form (below)**, scan, and e-mail to [drueda@academyart.edu](mailto:drueda@academyart.edu) before putting in your first reservation.

3) The Styling Closet and Vault Reservations are done through appointments only - there will be **no browsing**; you can only show up at your allotted reservation time which will be e-mailed to you **48 hours** after you place your reservation.

4) In order to make a reservation, visit the Pinterest accounts for the Closet and Vault to browse items and find their barcodes (you will need to input these barcodes in the **RESERVATION FORM**).

**STYLING CLOSET** - <https://www.pinterest.com/aaustylingcloset/boards/>

**STYLING VAULT** - <https://www.pinterest.com/aaustylingvault/boards/>

5) Garments and most accessories are tagged with barcodes. Barcodes should not be removed and should be attached to the garment when returned.

Failure to return a garment with barcode attached will result in a \$5.00 fine to your student self-service account.

6) Underwear, swimsuits, socks and stockings will be charged a \$5.00 cleaning fee as usual.

7) You need to come in person with your Student ID card in order to check out items from the closet.

**No Student ID, no check out / pick up.** You may not have another person make pick ups or returns for you.

8) Your reservation will be **ready at the lobby**. If there is a host at the front desk, ask them to call Danielle Rueda extension x8658, and she will come down with a bag with your reserved items inside.

If there is no host, Danielle will meet you by the front door. Please be on time.

9) **Pick up Procedure** - You must come wearing your **MASK** when entering the building. Show your ID to the lab tech - the tech will then proceed to point out your reservation for you to take.

10) Items must be returned by appointment - you will be given your assigned return date and time slot when you pick your items up.

11) Last possible day to return is **May 19, 2021**.

12) **Return Procedure** - You must come wearing your **MASK** when entering the building. You will drop off all your items in a disposable garbage bag that has a label attached with the following information:

**NAME**

**ID NUMBER**

**DATE OF RETURN**

13) **These garments will be processed three weeks after your return date** so if there is any damage, stains, tears, etc, you will receive notice for the fees and fines, which will be charged to your student self-service account.



FASHION  
STYLING

## STYLING CLOSET AGREEMENT FORM

625 Polk st.

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*please print*

**STUDENT ID NUMBER:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**EMAIL:** \_\_\_\_\_

**DATE:** \_\_\_\_\_

**CURRENT STYLING COURSE:** \_\_\_\_\_

**SEMESTER:** \_\_\_\_\_

As a student of the Academy of Art University, I sign this liability form knowing that I can be held responsible for garments and accessories that I damage or lose.

I accept the \$50.00 fee to my student self-service. I have read and understand the policies outlined in the Styling Closet Guidelines, and agree to sign below.

**STUDENT SIGNATURE:** \_\_\_\_\_

# SOCIAL DISTANCE PHOTO SHOOT TIPS

## FACTS ABOUT COVID

- Can survive on a surface up to 3 days.
- Survives in air up to 3 hours.

## ALL

- Wear masks and gloves.
- Wash your hands often.
- Take your temperature as soon as you reach the set and inform the producer. If you are feeling sick, let your team know ASAP so the shoot can be postponed / rescheduled.
- Avoid crowded public spaces for your shoots - as much as possible, limit the number of people on set and use a space that isn't exposed to additional people.
- Pack your own food and drinks and keep separate from one another's. If someone is producing the shoots, better to provide a stipend for your team than to buy and share food / drink.
- Have antibacterial gels / hand sanitizer on set for your team.

## PHOTOGRAPHERS

- Clean your gear regularly with electronic safe disinfectant wipes. Do not share your equipment.
- Use a lens that has a longer / further range so you can maintain your 6ft distance but still get the composition you need.

Options:

100MM

70-200MM

400MM

## STYLISTS

Make sure to sanitize your kit thoroughly with alcohol.

Try your best to have your clothing dry cleaned / laundered before and after use.

If there are pieces the model can put on by themselves, have them do so. Only step in to adjust more difficult pieces or fix styling versus dressing the model completely.

Practice verbal instruction so you can show the model how to fix clothing if needed during the shoot.

## HAIR AND MAKEUP ARTISTS

Make sure to sanitize your kit thoroughly with soap and water or alcohol (**62-71% alcohol or 0.5% hydrogen peroxide**), in addition to best practices by the beauty industry in sanitizing. Pack disposable containers of the product you need instead of bringing the actual product. That way, you can use it on set and then dispose of vessels right away.

Bring disposable applicators for mascara, lipstick, etc.

Wear gloves and a face shield in addition to a mask.