

# OSA School of Fashion Design Studio Manual 2018/19

**Welcome to the School of Fashion Design at OSA!**

**Here is information about working in the design studio.**

## **1. Where we are located**

Oakland School for the Arts, room #105, near the Black Box on the 19th street side. Phone extension 8105.

**2. Regular Studio Hours:** 11:00pm - 4:30pm. Exceptions and/or extended hours may be available during show times and tech weeks. Check with Ms. Linda.

## **3. Questions while working in the studio**

When you are not sure about what exactly you need to do, how to do it, where to find things etc, you should always ask the teacher or an upper classmate. It is your responsibility to keep on top of your work, so be proactive and ask questions whenever needed. It's more important to ask for clarification than to waste time and energy doing the wrong thing.

## **4. Tools to Bring**

We have a fairly well stocked studio with all basic and non basic supplies you will need for assignments and projects. And each student will receive the following to use and keep during their time in the fashion program: fabric scissors, clear 18" ruler, cloth tape measure and seam ripper. That said, I encourage you to bring and use your own tools and every student must bring a sketchbook no smaller than 8.5" x 11". Don't forget to put your name on all your personal items.

## **5. Scissors**

Cut only fabric with fabric scissors. Use paper scissors or "bad" scissors to cut anything else.

## **6. Patterns and Slopers**

Please be very careful with all in-house pattern pieces and slopers. All pattern pieces are clearly marked and kept in an envelope or on a pattern hook when not in use. If you find a loose pattern at a random place, please bring it to the pattern maker or Ms. Linda. Never throw away patterns without asking, even if it's tiny.

## **7. Use of Tables and Machines**

The studio is equipped with 6 large cutting tables, 6 semi-industrial sewing machines, 3 sergers, 1 coverstitch and 1 mechanical sewing machine. Ms. Linda will assign you to a table and a machine, and that is what you use for the day. Please check the board daily for assignments because as the scope for projects change, so may the table and machine assignments.

## **8. Being Clean and Tidy**

We don't have a large space for each person so being clean and tidy is very important. Used some tools? Put them back. Made trash? Put it in a trash bin. Made a mess on the floor? Clean it. Always tidy the space after yourself. Also, don't put your personal belongings (cell phone, water bottle, etc) on the table. Put them in your bag, on the bag shelf or under the table so it doesn't get into other people's way.

## **9. Talking, Music and Phones**

It's essential to the design process to collaborate and discuss ideas. Talking in class is permitted unless Ms. Linda is talking. Make sure while talking you are still attentive to what you are doing and don't lose track of time. You may listen to music with headphones while working. Taking calls and wasting time on your phone is not permitted during class. If you have an emergency, ask Ms. Linda if you can take/make a call in the hallway. Phones are not allowed on the tables. Charging phones is not allowed in the Design Studio.

## **10. Eating and Drinking**

There are clothes and fabric everywhere in the studio! **There will be no eating and no drinking from open containers in the studio during class time. Ever.** A water bottle with your name on it is ok to bring. And always clean up after yourself.