

## Inventory Fundamentals - Lesson 2

### Recognize what you have

Email completed lesson and attachments to [bte@costumeinventory.com](mailto:bte@costumeinventory.com)

Name:

Email:

Date:

1. List 5 descriptive terms for Costumes.
2. List 5 descriptive terms for Props/sets.
3. List 2 ways to distinguish between a man's shirt and a woman's shirt.
4. If you have a dress with no sizing information - how would you determine the size?

5. Why is it important to have as many descriptive fields filled in as possible?

6. Print out three copies of the Costume Piece Worksheet and three copies of the Props Inventory Worksheet. Find 3 garments and 3 items that could be props or sets. Fill in the worksheets as best you can and take a photo of each.

For the Tag ID field for Costumes start with # 0001 and for Props start with # P001. Estimate the costs and replacement costs.

Attach the 6 worksheets and photos to your email with this exercise sheet. Email this completed PDF file and any attachments to [bte@costumeinventory.com](mailto:bte@costumeinventory.com).