

# **Data Entry Guidebook for Cataloging Costume Inventory**

# Guidebook for Costume Inventory Data Entry

This Guidebook is designed to help you enter the best descriptions of your garments. Each section has information to help you fill in the fields in the Costume Pieces screen.

- 1) Examples of garment types
- 2) Parts of a garment  
Differences between Men's and Women's garments
- 3) Garment Details descriptions
- 4) How to measure a garment for size & Size Charts
- 5) Fabric/color patterns
- 6) Fabric Samples
- 7) Credits
- 8) Inventory Tags & Labels (optional)

This book is designed to accompany the Theatre Organization Skills lessons. Not all diagrams are perfect and there are fabric & patterns that I may have left out - but it is a good reference to start working with.

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## 1) Examples of garment types



## Bottom

### measurements

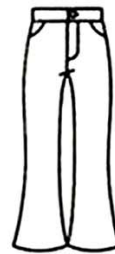
- waist
- hips
- waist to hips
- waistband height
- inseam
- waist to floor
- pant bottom width



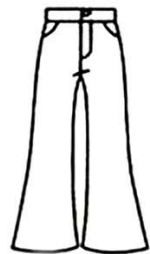
Straight



Skinny



Boot-Cut



Flare



Wide Leg



Pegged



Stirrup



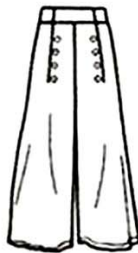
5-Pocket Jeans



Bush Pants



Cargo Pants



Sailor Pants



Jodhpurs



Hot Pants



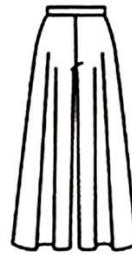
Skort



Sweat Pants



Harem



Palazzo



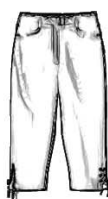
Carpenter / Overall



Jumpsuit



Jeans



Pedal pushers



Knickers



Bermuda shorts

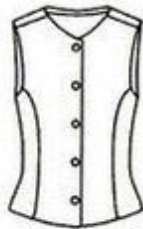


Shorts

## Top

### measurements:

- bust
- nape to waist
- armhole depth
- back width
- neck size
- shoulder
- sleeve length
- cuff size



Princess Vest



Blouse



Shirt



Western



Military



Pin Tuck



Tuxedo



Ruffle Front



Cossack



Smock



Peplum



Gypsy



Sailor



Tunic



Polo



Henley



Turtleneck



Sweatshirt



Sweater/Jumper



## Skirt

### measurements:

- waist
- hips
- waist to hips
- waistband height
- body rise
- waist to floor
- sweep



Straight



Pencil



A Line



Pegged



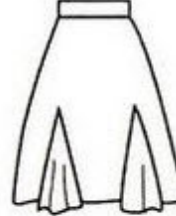
Slit



Cowl



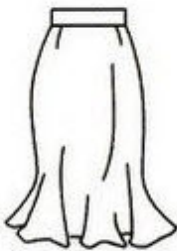
8-Panel Gore



Godet



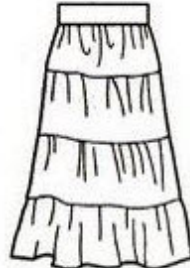
Flounce



Trumpet



Pleat



Prairie



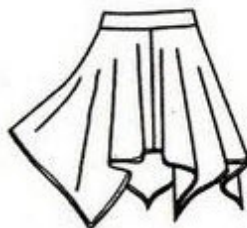
Layered



Tulle



Round



Handkerchief



Wrap



Pareo



Sarong

## Outerwear

### measurements:

- bust
- nape to waist
- waist to hips
- armscye depth
- neck size
- shoulder
- back width
- across chest
- front shoulder to waist



Peacoat



Blazer



Biker



Bolero



Trench Coat



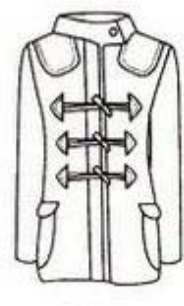
Wrap Coat



Swing Coat



Babydoll



Duffle



Military



Blouson



Band Jacket



Zip Up Hoodie



Denim Jacket



Parka



Puffer



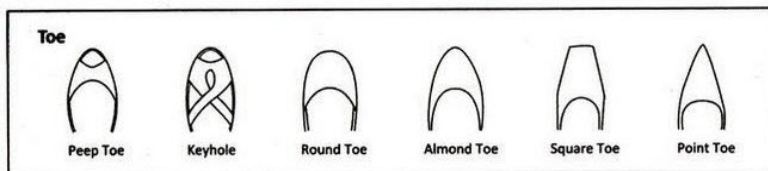
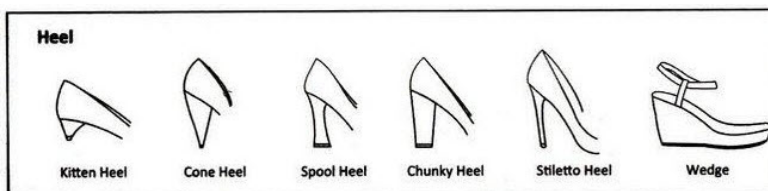
Cardigan



Cape



Poncho



Additional diagrams can be found at :

<http://visual.merriam-webster.com/clothing-articles/clothing.php>

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# Hats

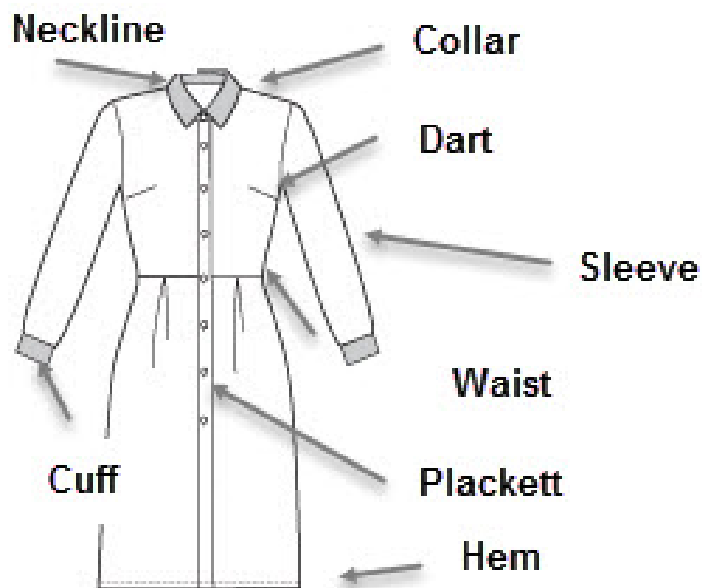
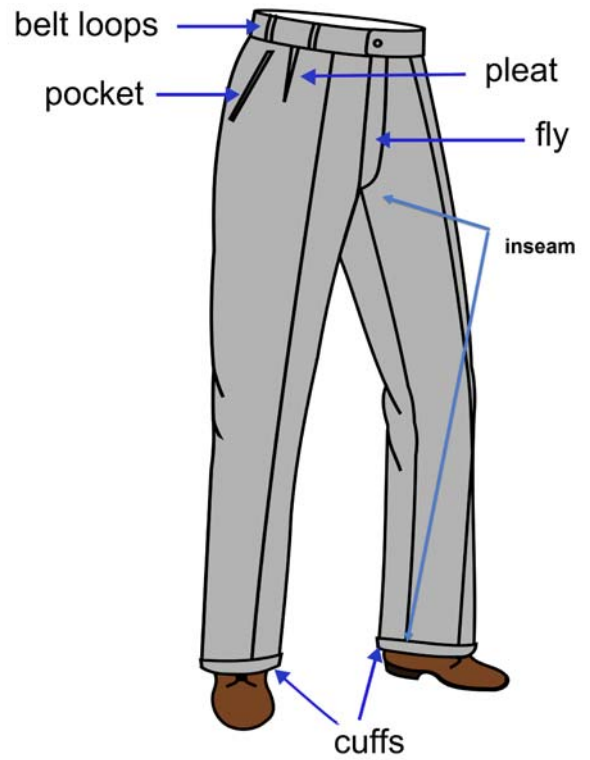
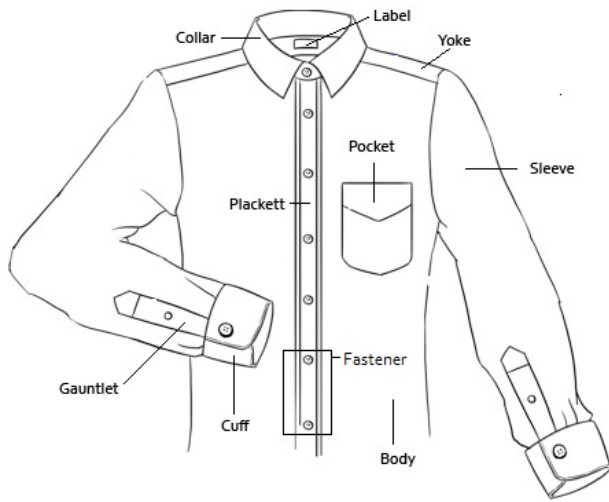


<http://www.fedoras.com/hat-styles>



<http://www.realmenrealstyle.com/hat-infographic/>

## 2) Parts of a garment



### **Differences between Men's and women's garments:**

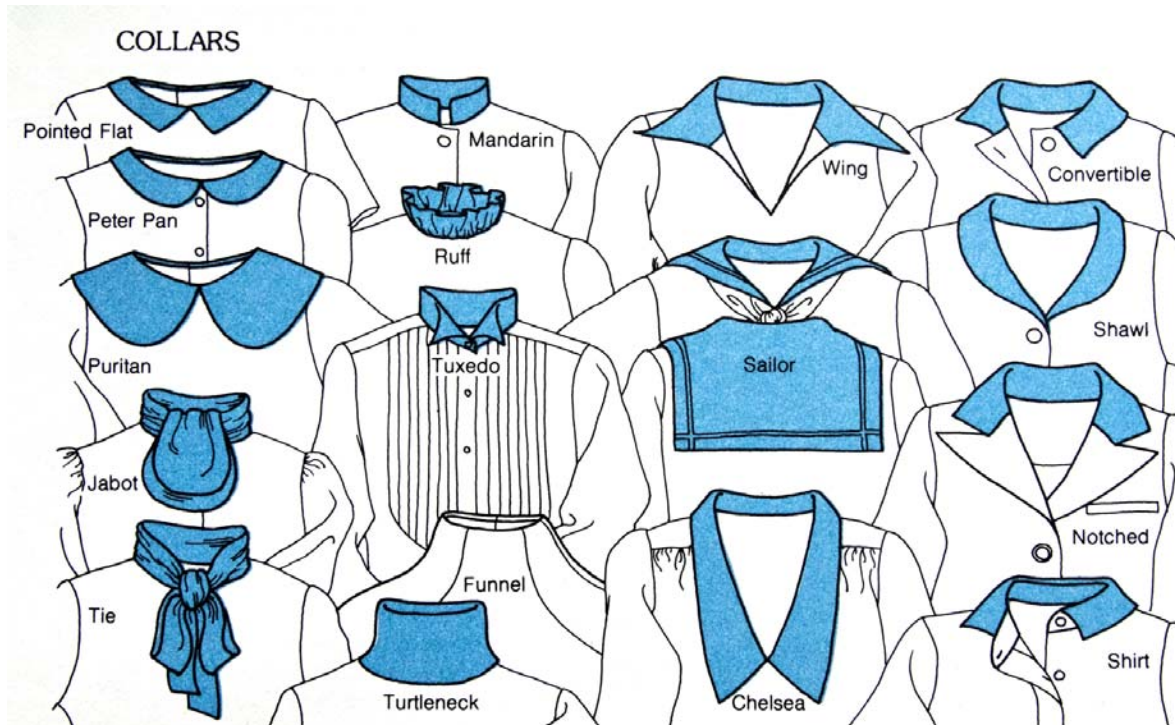
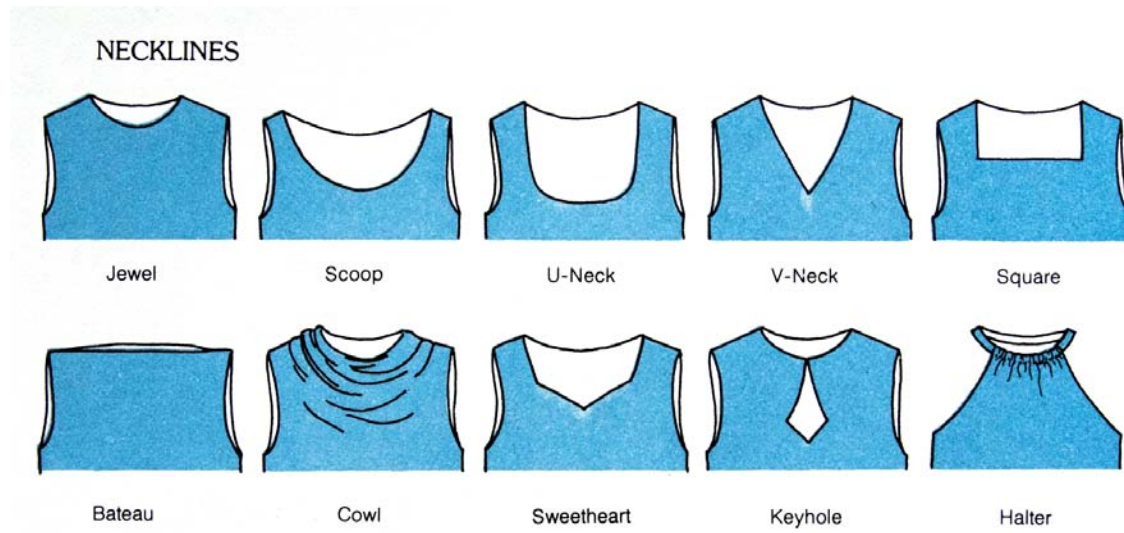
**Men:** In the USA, a man's shirt always buttons left over right (as you are wearing it). The sleeves and body of a man's shirt will be longer and the shoulders broader than a women's shirt.

**Women:** A woman's shirt usually, but not always, buttons right over left. Some designers, Ralph Lauren in particular, have their women's shirts button like the man's. Sweaters can button on either side for women.

Women's shirts and jackets are designed to fit a woman's shape. They're fuller in the bust area and usually have darts placed along the sides of the bust area to fit and they're narrower toward the waist. Jackets have shorter sleeves and the jacket part is shorter too because women have shorter arms and shorter torso's than men.

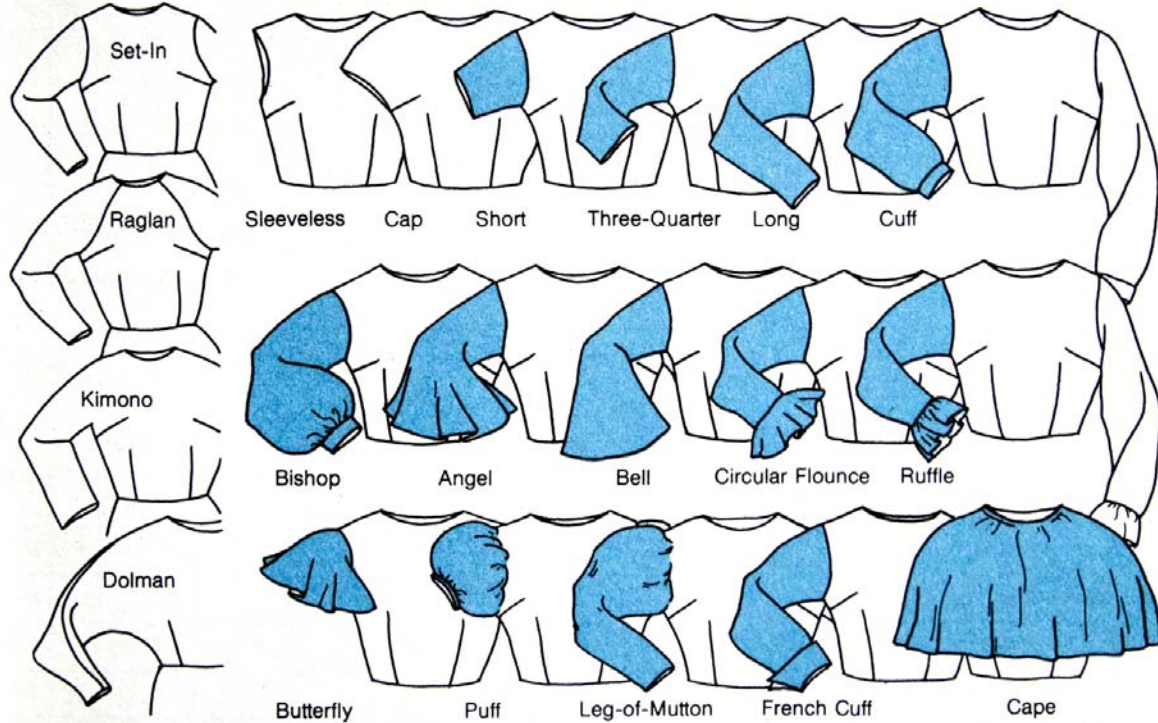
Bustline darts are only on women's shirts. Waistline darts in front almost always on women's only. Waistline darts on the back can be on both men's (slim styles) and women's shirts.

### 3) Garment Details Descriptions

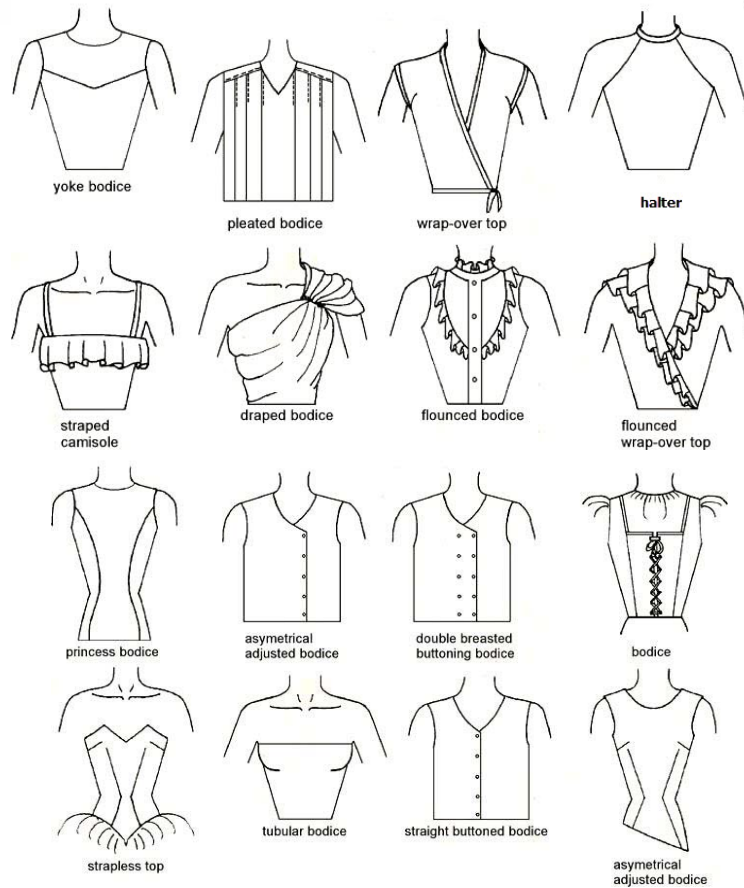
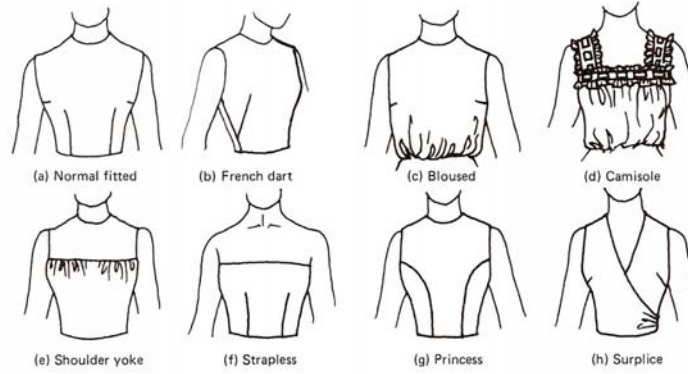




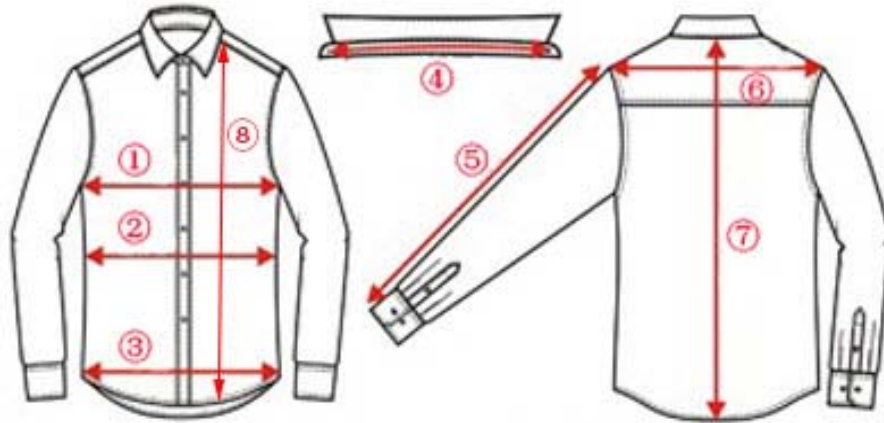
## SLEEVES



## Bodice Styles

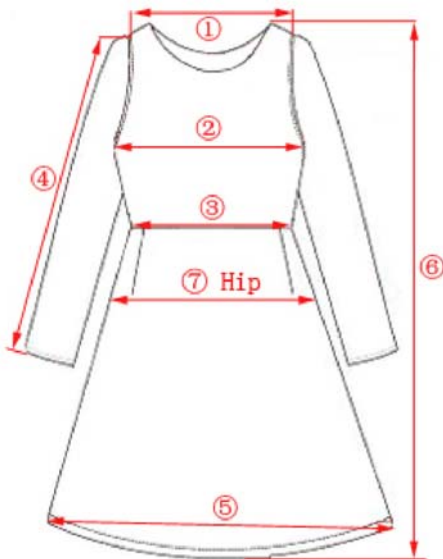


#### 4) How to measure a garment for size



**Shirt Measurements (Male and Female)**

- |                 |                  |
|-----------------|------------------|
| 1) Bust / Chest | 5) Sleeve Length |
| 2) Waist        | 6) Shoulder      |
| 3) Bottom Hem   | 7) Back Length   |
| 4) Chest        | 8) Front Length  |



**Dress Measurements**

- |                               |
|-------------------------------|
| 1) Shoulder                   |
| 2) Bust                       |
| 3) Waist                      |
| 4) Sleeve Length              |
| 5) Hem                        |
| 6) Total Length               |
| 7) Hip (7-9" below the waist) |

Excellent information on measuring a shirt:

<https://www.ratioclothing.com/help/measure-a-shirt>

Info on measuring a Jacket:

<http://www.askandaboutclothes.com/clothing/style-tips/how-to-measure-a-jacket/>

**Size Charts** - To figure the size of a garment based on the measurements:

## Misses Sizes

size chart for misses  
5'4"-5'8"

| alpha size | numeric size | bust | waist | hip  |
|------------|--------------|------|-------|------|
| XS         | 0            | 32½" | 25½"  | 35½" |
| XS         | 2            | 33½" | 26½"  | 36½" |
| S          | 4            | 34½" | 27½"  | 37½" |
| S          | 6            | 35½" | 28½"  | 38½" |
| M          | 8            | 36½" | 29½"  | 39½" |
| M          | 10           | 37½" | 30½"  | 40½" |
| L          | 12           | 39"  | 32"   | 42"  |
| L          | 14           | 40½" | 33½"  | 43½" |
| XL         | 16           | 42"  | 35"   | 45"  |
| XL         | 18           | 44"  | 37"   | 47"  |
| XXL        | 20           | 46"  | 39"   | 49"  |

## Juniors

size chart for regular juniors

| alpha size | numeric size | bust | waist | hip  |
|------------|--------------|------|-------|------|
| XS         | 0            | 30½" | 22½"  | 33½" |
| XS         | 1            | 31½" | 23½"  | 34½" |
| S          | 3            | 32½" | 24½"  | 35½" |
| S          | 5            | 33½" | 25½"  | 36½" |
| M          | 7            | 34½" | 26½"  | 37½" |
| M          | 9            | 35½" | 27½"  | 38½" |
| L          | 11           | 37"  | 29"   | 40"  |
| L          | 13           | 38½" | 30½"  | 41½" |
| XL         | 15           | 40"  | 32"   | 43"  |
| XL         | 17           | 42"  | 34"   | 45"  |

## Women

size chart for women  
5'4"-5'8"

| alpha size | numeric size | bust | waist | hip |
|------------|--------------|------|-------|-----|
| 0X         | 14W          | 42"  | 36"   | 45" |
| 1X         | 16W          | 44"  | 38"   | 47" |
| 1X         | 18W          | 46"  | 40"   | 49" |
| 2X         | 20W          | 48"  | 42"   | 51" |
| 2X         | 22W          | 50"  | 44"   | 53" |
| 3X         | 24W          | 52"  | 46"   | 55" |
| 3X         | 26W          | 54"  | 48"   | 57" |
| 4X         | 28W          | 56"  | 50"   | 59" |
| 4X         | 30W          | 58"  | 52"   | 61" |
| 5X         | 32W          | 60"  | 54"   | 63" |
| 5X         | 34W          | 62"  | 56"   | 65" |



## Men

### TOPS - REGULAR 5'9"- 6'

| size | neck    | chest  | waist  | arm length |
|------|---------|--------|--------|------------|
| S    | 14-14½" | 34-36" | 28-30" | 32½-33"    |
| M    | 15-15½" | 38-40" | 32-34" | 33½-34"    |
| L    | 16-16½" | 42-44" | 36-38" | 34½-35"    |
| XL   | 17-17½" | 46-48" | 40-42" | 35½-36"    |
| XXL  | 18-18½" | 50-52" | 44-46" | 36½-37"    |

### BOTTOMS - REGULAR 5'9"- 6'

| size | waist  | seat     | size | waist  | seat     |
|------|--------|----------|------|--------|----------|
| 28   | 28-29" | 34-35"   | S    | 28-31" | 35-38"   |
| 29   | 29-30" | 35½-36"  | M    | 32-35" | 38½-41"  |
| 30   | 30-31" | 36½-37"  | L    | 36-39" | 41½-44½" |
| 31   | 31-32" | 37½-38"  | XL   | 40-43" | 45-47½"  |
| 32   | 32-33" | 38½-39"  | XXL  | 44-47" | 47-51"   |
| 33   | 33-34" | 39½-40"  |      |        |          |
| 34   | 34-35" | 40½-41"  |      |        |          |
| 36   | 36-37" | 41½-43"  |      |        |          |
| 38   | 38-39" | 43½-45"  |      |        |          |
| 40   | 40-41" | 45½-46½" |      |        |          |
| 42   | 42-43" | 47-48"   |      |        |          |
| 44   | 44-45" | 48½-49½" |      |        |          |
| 46   | 46-47" | 50-51"   |      |        |          |

### Men's Suits Jacket Size Chart (Inch,Lbs)S=Short;R=Regular;L=Long;XL=Extra Long.

|     | Jacket | Chest | Overarm | Shoulder | Waist | Hip   | Neck      | Sleeve | Length | Height     | Weight  |
|-----|--------|-------|---------|----------|-------|-------|-----------|--------|--------|------------|---------|
| S   | 34R    | 32-34 | 40-42   | 17.75    | 26-28 | 32-34 | 14-15.5   | 32     | 30     | 5'6"-5'9"  | 110-120 |
|     | 35R    | 33-35 | 41-43   | 18.00    | 27-29 | 33-35 | 14-15.5   | 32     | 30     | 5'6"-5'9"  | 120-130 |
|     | 36R    | 34-36 | 42-44   | 18.25    | 27-30 | 33-36 | 14-15.5   | 32     | 30.5   | 5'6"-5'9"  | 130-140 |
| M   | 37R    | 35-37 | 43-45   | 18.50    | 28-31 | 34-37 | 14.5-15.5 | 33     | 30.5   | 5'8"-5'11" | 135-145 |
|     | 38R    | 36-38 | 44-46   | 18.75    | 29-32 | 35-38 | 14.5-15.5 | 33     | 30.5   | 5'8"-5'11" | 145-155 |
|     | 39R    | 37-39 | 45-47   | 19.00    | 30-33 | 36-39 | 15-16.5   | 33     | 30.5   | 5'8"-5'11" | 155-165 |
|     | 40R    | 38-40 | 46-48   | 19.25    | 30-34 | 36-40 | 15-16.5   | 33     | 31     | 5'8"-5'11" | 160-170 |
| L   | 41R    | 39-41 | 47-49   | 19.50    | 31-35 | 37-41 | 15.5-16.5 | 34     | 31     | 5'10"-6'1" | 170-180 |
|     | 42R    | 40-42 | 48-50   | 19.75    | 32-36 | 38-42 | 15.5-16.5 | 34     | 31     | 5'10"-6'1" | 180-190 |
|     | 43R    | 41-43 | 49-51   | 20.00    | 33-37 | 39-43 | 16-17.5   | 34     | 31     | 5'10"-6'1" | 190-200 |
|     | 44R    | 42-44 | 50-52   | 20.25    | 34-40 | 40-45 | 16-17.5   | 34     | 31     | 5'10"-6'1" | 200-210 |
| XL  | 46R    | 44-46 | 52-54   | 20.75    | 36-42 | 42-47 | 16.5-17.5 | 35     | 31.5   | 6'-6'3"    | 210-220 |
|     | 48R    | 46-48 | 54-56   | 21.25    | 38-44 | 44-50 | 17-18.5   | 35     | 31.5   | 6'-6'3"    | 220-240 |
| XXL | 50R    | 48-50 | 56-58   | 21.75    | 40-47 | 46-53 | 17-18.5   | 36     | 31.75  | 6'1"-6'5"  | 240-260 |
|     | 52R    | 50-52 | 58-60   | 22.25    | 42-49 | 48-54 | 17-18.5   | 36     | 31.75  | 6'1"-6'5"  | 260-275 |
| 3XL | 54R    | 52-54 | 60-62   | 22.75    | 44-51 | 50-56 | 18-19.5   | 37     | 32     | 6'2"-6'7"  | 275-290 |
|     | 56R    | 54-56 | 62-64   | 23.25    | 46-53 | 52-58 | 18-19.5   | 37.5   | 32     | 6'2"-6'7"  | 290-300 |
| 4XL | 58R    | 56-58 | 64-66   | 24.75    | 48-55 | 54-60 | 18-19.5   | 38     | 32.5   | 6'3"-6'9"  | 300-310 |
|     | 60R    | 58-60 | 66-68   | 25.00    | 50-57 | 56-62 | 18-19.5   | 38.5   | 32.5   | 6'3"-6'9"  | 310-330 |
| 5XL | 62R    | 60-62 | 68-70   | 25.25    | 52-59 | 58-64 | 20-21.5   | 39     | 33     | 6'4"-6'10" | 320-340 |
|     | 64R    | 62-64 | 70-72   | 26.75    | 54-61 | 60-66 | 20-22     | 39.5   | 33     | 6'4"-6'10" | 340-350 |
| 6XL | 66R    | 64-66 | 72-74   | 27.25    | 56-63 | 62-68 | 21-23     | 40     | 34     | 6'5"-7'    | 350-370 |

## 5) Fabric/color patterns

**Solid**



**Floral**



**Polka dot**



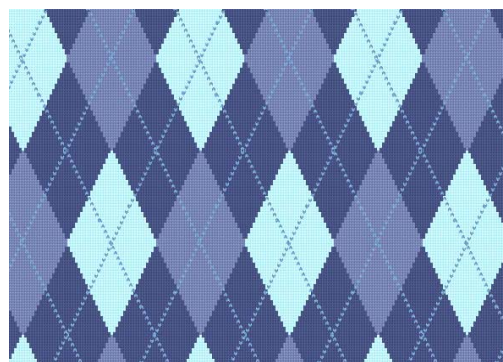
**Small Pattern**



**Plaid**



**Argyle**

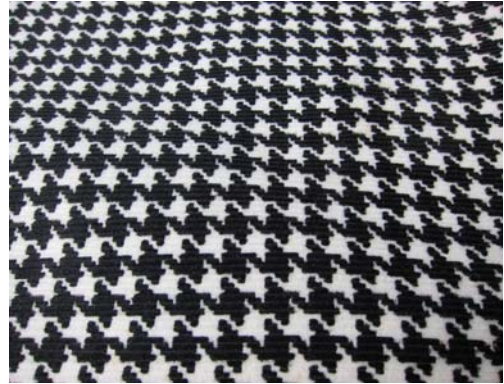




**Herringbone**



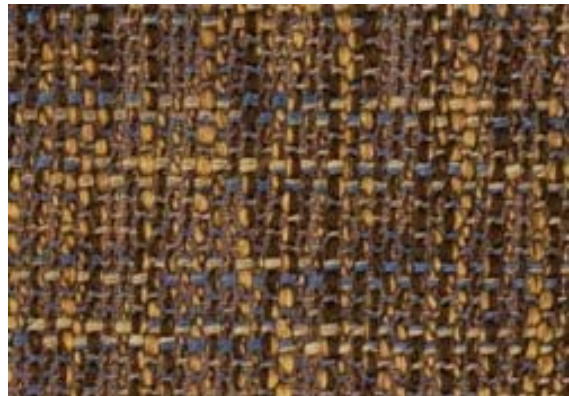
**Houndstooth**



**Stripes**



**Tweed**



**Gingham**



**Blocks**



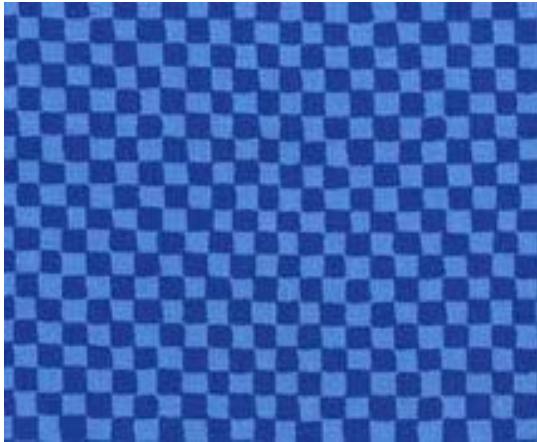
**Geometric**



**Scroll**

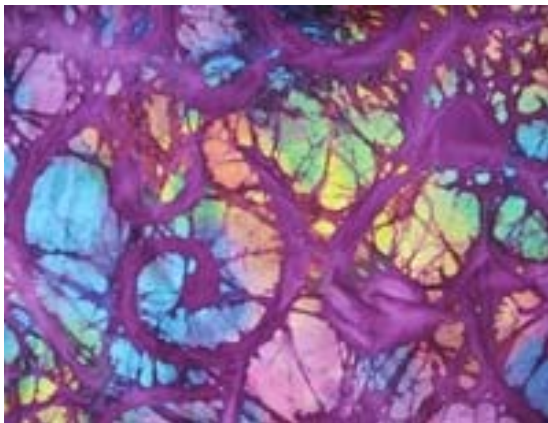


**Checks**



**Paisley**

**Batik**



**Fleur de lis**





**Animal Print**



**Abstract**



**African**



**Asian**



**Indian**



**Camouflage**

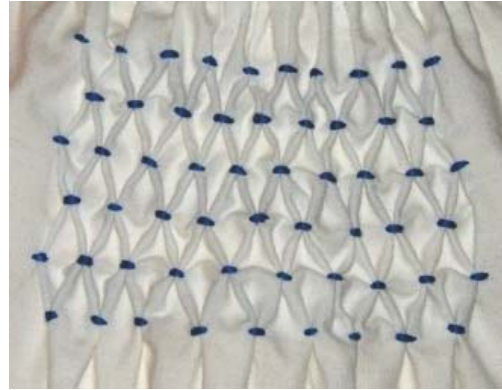


## Embellishments

### Beading



### Smocking



### Quilting



### Feathers



### Embroidery - Mexican



### Embroidery - Ukranian/Russian



## 6) Fabric Samples

|                  |                |                                    |
|------------------|----------------|------------------------------------|
| <b>Cotton</b>    | <b>Muslin</b>  | <b>Loose weave cotton/Homespun</b> |
| <b>Denim</b>     | <b>Twill</b>   | <b>Cotton/Polyester</b>            |
| <b>Polyester</b> | <b>Acetate</b> | <b>Satin</b>                       |

|             |                      |                   |
|-------------|----------------------|-------------------|
| <b>Lamé</b> | <b>Organza</b>       | <b>Lace</b>       |
| <b>Knit</b> | <b>Lycra/Spandex</b> | <b>Sequin Dot</b> |
| <b>Wool</b> | <b>Flannel</b>       | <b>Linen</b>      |



|                |                         |                             |
|----------------|-------------------------|-----------------------------|
| <b>Tulle</b>   | <b>Netting</b>          | <b>Mesh / Athletic mesh</b> |
| <b>Voile</b>   | <b>Velour/Velveteen</b> | <b>Panne Velvet</b>         |
| <b>Brocade</b> | <b>Silk</b>             | <b>Rayon</b>                |

|                 |                    |                             |
|-----------------|--------------------|-----------------------------|
| <b>Leather</b>  | <b>Suede</b>       | <b>Vinyl / Fake Leather</b> |
| <b>Fake Fur</b> | <b>Fleece</b>      | <b>Seersucker</b>           |
| <b>Corduroy</b> | <b>Terry Cloth</b> | <b>Felt</b>                 |

|                          |                          |                          |
|--------------------------|--------------------------|--------------------------|
| <b>Tapestry</b>          | <b>Upholstery</b>        | <b>Burlap</b>            |
| <b>Nylon</b>             | Add your own fabric here | Add your own fabric here |
| Add your own fabric here | Add your own fabric here | Add your own fabric here |

Credits:

Garment Types - <https://www.pinterest.com/> - various source

Garment details from *Vogue Sewing*. New York: Harper & Row, 1982.

Additional garment details:

<https://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/24654/ECNO1382.pdf?sequence=1>

Size charts from [www.JCPenny.com](http://www.JCPenny.com)