

# Inventory Fundamentals - Lesson 4

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

Name:

Email:

Date:

1) The Barcode on a tag represents: (multiple choice)

- All the descriptive data for the record
- A visual representation of the number
- The number plus the name on the tag
- None of the above

2) Using the barcode scanner (in the Theatre Inventory Database) you can scan a tag to: (list 3 things)

3) Name two types of tags that can be used for garments.

4) Why is it important to have a unique identifier for each costume?

5) Practice:

- 1) Apply tags and labels to garments and shoes.
- 2) Enter data on a log sheet (see last page). You don't need a database to do this. If you would prefer to enter the data in a spreadsheet - that is fine too. Just remember to email the spreadsheet with this exercise.
- 3) Take a photo of at least 5 items and send those with the exercise.

If you have the sample tags and labels kit from Costume Inventory Resources (see [www.costumeinventorystore.com](http://www.costumeinventorystore.com)) - use those tags and labels.

OR - If you do not have the sample tags and labels kit - you can cut out the sample tags on the next page and “apply” them to garments, shoes and props.

**Garments** - If you can't sew or iron on the sample tags - you can use a safety pin to apply them.

**Accessories** - the Accessory tags are for hats, purses, or other accessories. They can be taped in for the exercise.

**Shoes** - there are two labels for each pair of shoes - one label per shoe. When you put them on the shoes be sure to have two shoes that belong together. A lot of shoes look alike - check the sizes first.

**Props** - the prop labels can go on a manila shipping label that is tied to the prop or be put on the prop itself as long as it won't show (i.e. put the label on the back of a picture that hangs on the wall).

Here are a few sample photos so you can get the idea of what to take.



Top with inventory tag



Tea pot with manila tag and Props Label



Shoes with Adhesive Label

 Theatre Organization Skills Lesson  
Iron-on  
0005

 Theatre Organization Skills Lesson  
Iron-on  
0004

 Theatre Organization Skills Lesson  
Iron-on  
0003

 Theatre Organization Skills Lesson  
Iron-on  
0002

 Theatre Organization Skills Lesson  
Iron-on  
0001

 Theatre Organization Skills Lesson  
Sew-in  
5005

 Theatre Organization Skills Lesson  
Sew-in  
5004

 Theatre Organization Skills Lesson  
Sew-in  
5003

 Theatre Organization Skills Lesson  
Sew-in  
5002

 Theatre Organization Skills Lesson  
Sew-in  
5001

Theatre Org Skills - Acc  
A0005

Theatre Org Skills - Acc  
A0004

Theatre Org Skills - Acc  
A0003

Theatre Org Skills - Acc  
A0002

Theatre Org Skills - Acc  
A0001

Theatre Org Skills - Props  
P0005

Theatre Org Skills - Props  
P0004

Theatre Org Skills - Props  
P0003

Theatre Org Skills - Props  
P0002

Theatre Org Skills - Props  
P0001

Theatre Org Skills - Shoes  
SH-005

Theatre Org Skills - Shoes  
SH-005

Theatre Org Skills - Shoes  
SH-004

Theatre Org Skills - Shoes  
SH-004

Theatre Org Skills - Shoes  
SH-003

Theatre Org Skills - Shoes  
SH-003

Theatre Org Skills - Shoes  
SH-002

Theatre Org Skills - Shoes  
SH-002

Theatre Org Skills - Shoes  
SH-001

Theatre Org Skills - Shoes  
SH-001

