

Inventory Fundamentals - Lesson 1

Why Organize ??

Email completed lesson and attachments to bte@costumeinventory.com

Name:

Email:

Date:

1. What is the main reason to inventory a theatre collection?
2. List 3 benefits to the Costume / Props/Sets Shop of having an inventory:
3. How can creating an inventory help provide revenue for the costume / props shop?
4. If you were writing a proposal to get funding to purchase the software, hardware, inventory tags and new shelving for your costume/prop shop - who would you be giving this proposal to? (Who controls the money at your school/theatre?) What kind of information would they want before making a decision?
5. Use your costume shop or your own closet to help answer these questions. These exercises are just to get you thinking so absolute numbers are not required.

Describe your collection in a sentence or two:

6. Take one section of the collection - a rack, a shelf, a collection of boxes, etc. and describe it (Women's dresses, Production for 'Oklahoma', my summer clothes, etc)

7. Estimate (or count if you can) how many items you have in your section:

8. Look at one average item and estimate the 3 values for it:

Cost to make / buy:

Cost to replace:

Rental fee:

9) Estimate the 3 values for the section (# of items * average cost)

Cost to *make/buy* all items in section:

Cost to *replace* all items in section:

Rental fee for all items in section:

10) List at least 3 ways that the items are or could be stored. (For example costumes may be on hangers, in boxes, etc, Props may be on shelves, hung on wall, etc)

11) Estimate how long it would take to inventory each item in the section if it took 5 minutes to photograph and enter the data in a database each one.

of Items X 5 minutes = minutes

Now, translate those minutes into hours:

12) Pick one item :

A. Describe it: Item Type, Color, Size, time period, etc.

B. List at least 3 uses for this item - it could be a part of complete costume or set used in a scene, a production name or two, etc. (Often when you set out to inventory a lot of items you wonder whether you should keep or throw away an item. It is always good to think about how you would use an item. If you can't think of at least 2 uses for an item it may not be worth keeping.)

C. Take a photo with your phone or camera. Send the photo as an attachment to this exercise. (We will go over guideline to taking costume/prop photos in a later lesson. This one is just to give you practice in taking a photo and emailing it.)

Email this completed PDF file and any attachments to bte@costumeinventory.com.