

Creating Organized Storage Boxes

Everyone likes their small costumes and accessories organized in easy-to-find boxes. The **Theatre Inventory Database** can help!

In the Database:

- 1) For each box or bin - be sure to create a Storage Location for that box/bin in the Storage Location utility form.
- 2) Assign each item that goes in the bin to that storage Location



Assign tie to Storage Box #12

- 3) Print out a Box Report for the selected location:

- Go to the Costume Piece (or Props/Sets) **Reports** screen
- Select the **Storage Location** and **Details**
- Select the **"Box Card"** button

Main Storage - Box 12					
Box of Men's Dress Ties					
Costume Count: 13					
Date: 6/4/2017					
Tag ID:	Costume:	Size:	Costume Type:	Color:	
80001	Red pattern tie	57 1/4" X 3	Tie	Red	
80002	Silver / Black striped tie	61" X 4 1/8	Tie	Silver	
80003	Pendleton Burgandy plaid tie	56" X 3 3/4	Tie	Burgundy	
80004	Red and blue paisley necktie	57" X 3 5/8	Tie	Red	
80005	Red madras plaid tie	64" X 3"	Tie	Red	
80006	Black tie with blue dots	58" X 4"	Tie	Black	
80007	Blue knit tie	55" X 3"	Tie	Blue	
80009	Burgundy tie with small print	51" X 3"	Tie	Burgundy	
80010	Navy blue tie with green leaves	58" X 4"	Tie	Blue	

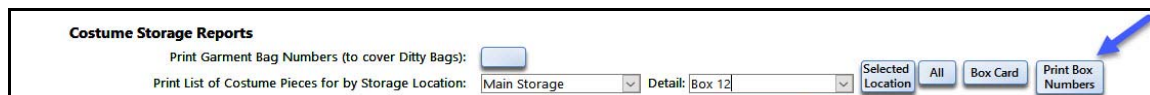
Try several of the reports - they have different formats and data. If you don't have 4" x 6" card stock you can always print it on regular paper and trim it to fit.

On the **Box Contents** screen:

- Enter a Description of the contents of the box
- If you want a photo on the report - select a photo
- Select the size of the report = 4" x 6" (for small boxes) or 8 1/2" x 11" (for larger bins).

4) Print Box #'s for the box and lid

- On the Costume Pieces (or Props/Sets) Reports screen - select "Print Box Numbers"



- On the Box Numbers screen - enter in the number of boxes you need numbers for. The program will print 2 labels for each number - one for the box and one for the lid.



- Use the Avery # 6572 Permanent Labels. There are 15 to a page. Print the labels. Apply one to the lid, one to the front of the box.

5) For smaller boxes - apply a 4" x 6" Adhesive Pocket (available from *Costume Inventory Resources*). For larger bins or longer reports - tape a 9" x 12" Heavy Duty Sheet Protector to the front of the box.

6) Place the report in the pocket. Fill with the contents. As the contents change - you can always print another report.

What you need:

Item	Purpose	Where to buy
Storage Boxes / Bins <i>** Look for heavy duty clear or translucent boxes to make it easier to see what is inside.</i>	To hold small items like ties, bows, leotards, jewelry, t-shirts, jazz skirts / pants, etc.	"Really Useful Boxes" - Online or Office Supply "Ziploc 60-Qt Large Deep Weathertight Storage Box" - On-line or the Container Store "Sterilite Latching 64 Qt. Storage Box" Home Depot / Lowes ** Try to get boxes/bins that stack on each other well.
Adhesive Pockets	Hold reports on front of boxes	4" x 6" Adhesive Pockets - <i>Costume Inventory Resources</i> , 8 1/2" x 11" Heavy Duty Sheet Protectors - Any office supply store or on-line
Avery Labels #6572 Permanent Labels 2" x 2 5/8"	Box #'s for box and lid	Available at many Office Supply stores or online
4" x 6" Card stock	Box Card Reports	Available at any Office Supply store

** Note - If you have really small boxes for jewelry or hair accessories you can print your own titles/reports on Business Card Stock (from Avery) and put them in Adhesive Business Card Holders - available from *Costume Inventory Resources*.