

## Suggestions on Applying Inventory Tags and Labels

### Applying Tags to Garments

All garment tags come on a continuous roll. There are small lines between tags to act as a guide while you are cutting each one. The tags can be cut with a scissors, a fabric rotary cutter, or a rotary paper cutter. The iron-on tags can be cut with a scissors but a rotary cutter is a easier as the material is quite thick.



#### Sew-In



The Sew-In tags are easy to sew with any machine. They can be sewn by hand but require a very sharp needle. It is best to **sew around all four edges** so the tag will always lay flat even after multiple washings and cleanings. Look for a seam or edge that will be inconspicuous and not irritating to the performer wearing the costume.

You may want to instruct any students or volunteers to think about the **color of the bobbin thread** as it will be showing on the right side of the garment. **\*\*NOTE\*\*** If you are using **BLACK** thread please leave enough space around the barcode so the barcode scanner isn't confused by a line of black thread next to the barcode. In this example the stitching thread is **too close** to the barcode and the scanner may not be able to read it.



\* White Stitching showing



\*\*\* Stitching too close to barcode \*\*\*

#### Iron-On

The Iron-On tags need to be applied with a **HOT iron (350° or more) and a firm hand (press firmly for 6-10 seconds)**. *The tag will adhere permanently if you apply it with a hot iron and enough time and pressure.* Be careful in applying to light weight or synthetic fabrics like nylon or spandex as the high heat may damage the fabrics.



We recommend a small iron from Dritz - the **Petite Press™ Mini Iron** which is great for applying these tags in small places. It has a small foot plate which makes it easy to have the iron flat against the entire tag - even in small places. Use heat setting #4 (350° or more) and look for a small amount of glue around the edge of the tag after ironing. Check the edges of the tag to be sure it is really attached securely to the garment. Iron-on tags can be re-ironed if they come loose. The Petite Press is available from **Costume Inventory Resources- visit our store** and several sewing and crafts retailers.



*Costume & Theatre Inventory Resources is not responsible for loss of tags or damage caused by applying tags.*

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## Tagging Gun



For a temporary solution to getting your tags in a lot of costumes I recommend using a Avery Dennison Mark III Fine Fabric tagging gun (like is used for tacking Tutus or putting price tags on clothing). It is very easy to attach the inventory tag to the costume. These plastic threads won't hold the tag on very long if the costume is worn - plus they would be scratchy to the performer - but it works well to get a lot of costumes tagged in a short period of time. The Fine Fabric tagging gun is available on-line.



## Applying Inventory Labels to Accessories, Shoes & Props

### Shoes

The small (or large) adhesive tags, printed as doubles (one tag per shoe but with the same number), work well to identify shoes and boots. The adhesive labels are peel and stick. They can be repositioned for a few minutes after applying but are permanently adhered after a few hours. Labels can stay in shoes for several months of continuous wear or many years of occasional use if they are placed on the side - not the sole of the shoe.



### Props and Accessories



Teapot with Tyvek tag

The large or small adhesive label can be applied to the prop or accessory directly - or - if it is not appropriate for the label to be on the item - it can be put on a shipping tag or hang tag. The Tyvek Shipping tags from our store work well. The Avery manila Shipping Tags # 1 & # 5 work as well. Both tags can be tied with string or twist ties to an item or pinned on (for hats, etc).

[www.CostumeInventoryStore.com](http://www.CostumeInventoryStore.com)



Hat with Avery manila tag



Package of Tyvek shipping tags and a spool of twist ties

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