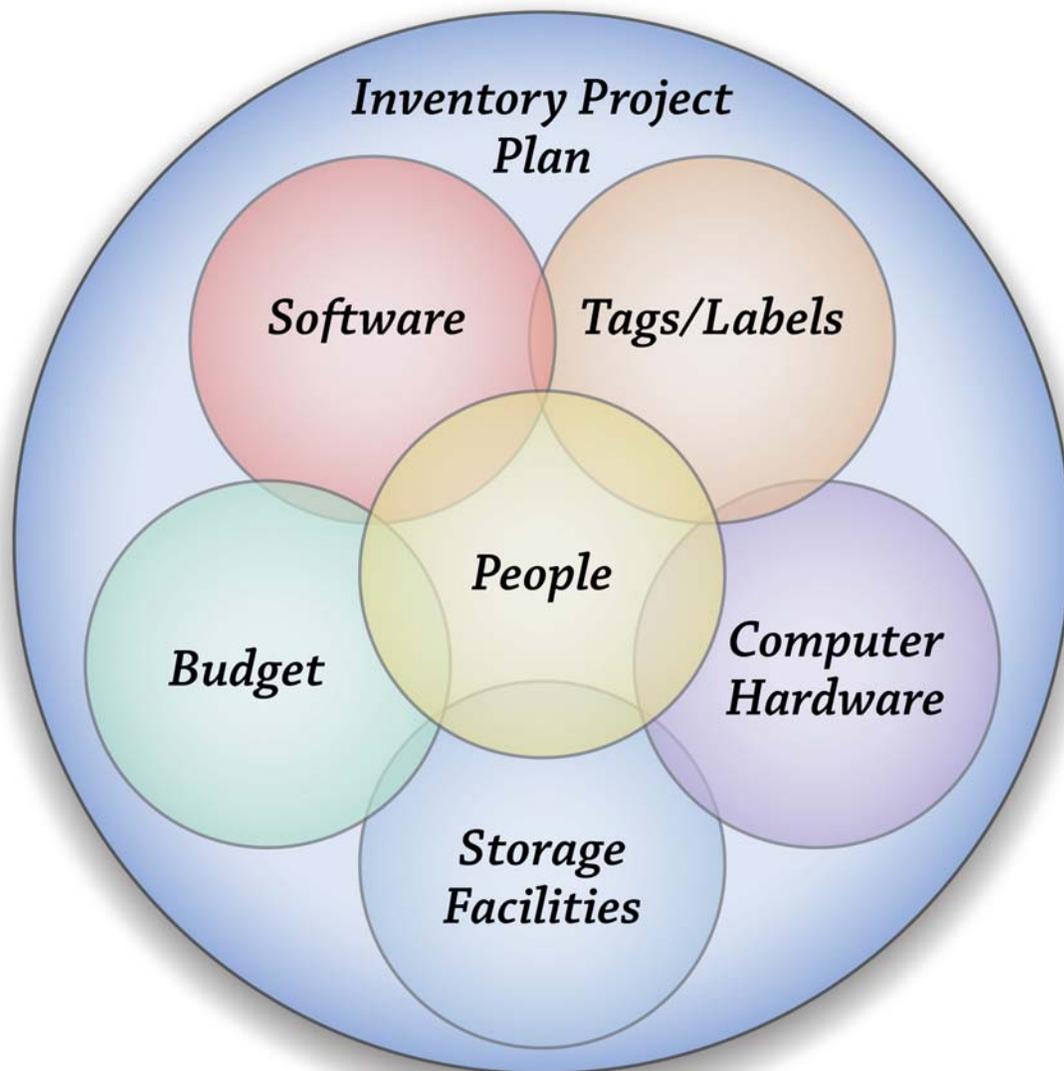


Need Help Creating an Inventory Project Plan ??



We, at Costume and Theatre Inventory Resources, recognize that inventorying a collection of costumes, props, lighting or sound equipment is a *huge* project for any theatre. Look to us for help when creating your plan, selecting software, designing your custom inventory tags/labels and to answer any questions.

Starting an inventory project requires a well thought-out plan. The plan may include:

❖ **People**

People are the most important part of the plan. Who is in charge? What staff, volunteers, or students are available? How much time can they commit to the project? When are they available? How much training will they need?

❖ **Software**

How will you store your records? In a Database or Spreadsheet? What functions do you want in the software? Do you want to include photos? Who do you want to have access to the data? How much control do you want to have?

❖ **Identifying Tags / Labels**

Identifying tags for costumes and labels for props, accessories, shoes, and equipment are needed to track each item. What kind and how many of each kind do you need. What numbering system do you want to use - sequential numbers or letter and numbers combined? Do you want barcodes? Do you have the tools to apply tags (small iron, sewing machine) ?

❖ **Computer Equipment**

PC or Mac or In-the-Cloud?? Do you want to share it on a network? Do you need access from multiple devices and locations? How much IT support do you have? If your tags have barcodes you will need a scanner. What kind of barcode scanner do you want?

❖ **Storage**

How are things organized now? How would you like to change it? Do you need more racks, shelves, bins ?? Are you planning a move soon? Does your storage meet fire codes?

❖ **Budget**

All parts of the plan require **money**. Where can you get the money - existing budget, grant, donations, rental payments ?? How much do you need? When will the funds be available? How can you bring in more income to support the inventory system?

Go to our website (www.CostumeInventory.com) and look in the Support section for the many Resource Guides that can help you with your plan. Be sure to look for the ***Inventory Project Planning Worksheet***. It is an Excel spreadsheet that you can download and use to start your project planning process.