

# **Data Entry Guidebook**

## ***for Cataloging Costume Inventory***

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

# Guidebook for Costume Inventory Data Entry

This Guidebook is designed to help you enter the best descriptions of your garments. Each section has information to help you fill in the fields in the Costume Pieces screen.

- 1) Examples of garment types
- 2) Parts of a garment  
Differences between Men's and Women's garments
- 3) Garment Details descriptions
- 4) How to measure a garment for size & Size Charts
- 5) Fabric/color patterns
- 6) Fabric Samples (you can cut your own or purchase them from Costume Inventory Resources)
- 7) Ring Sizes
- 8) Credits

I recommend that you get a 1" binder with 8 dividers and put each section behind its own tab. Reprint the Title page to go on the front of the binder. At the end of the document is a page to print for the binder spine.

This book is designed for customers of Costume Inventory Resources and to accompany the ***Become The Expert*** lessons. Not all diagrams are perfect and there are fabric & patterns that I may have left out - but it is a good reference to start working with.

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## 1) Examples of garment types



## Bottom

- waist
- hips
- waist to hips
- waistband height
- inseam
- waist to floor
- pant bottom width



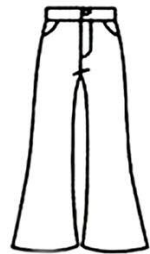
Straight



Skinny



Boot-Cut



Flare



Wide Leg



Pegged



Stirrup



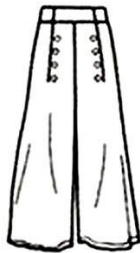
5-Pocket Jeans



Bush Pants



Cargo Pants



Sailor Pants



Jodhpurs



Hot Pants



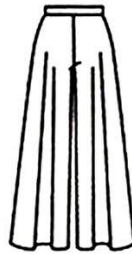
Skort



Sweat Pants



Harem



Palazzo



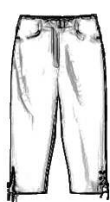
Carpenter / Overall



Jumpsuit



Jeans



Pedal pushers



Knickers



Bermuda shorts

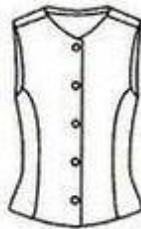


Shorts

## Top

### measurements:

- bust
- nape to waist
- armhole depth
- back width
- neck size
- shoulder
- sleeve length
- cuff size



Princess Vest



Blouse



Shirt



Western



Military



Pin Tuck



Tuxedo



Ruffle Front



Cossack



Smock



Peplum



Gypsy



Sailor



Tunic



Polo



Henley



Turtleneck



Sweatshirt



Sweater/Jumper



## Skirt

### measurements:

- waist
- hips
- waist to hips
- waistband height
- body rise
- waist to floor
- sweep



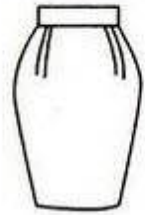
Straight



Pencil



A Line



Pegged



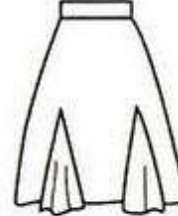
Slit



Cowl



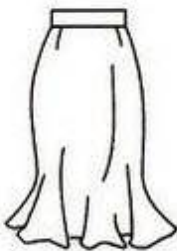
8-Panel Gore



Godet



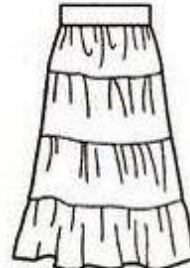
Flounce



Trumpet



Pleat



Prairie



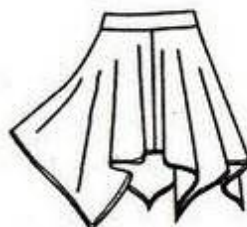
Layered



Tulle



Round



Handkerchief



Wrap



Pareo



Sarong

## Outerwear

### measurements:

- bust
- nape to waist
- waist to hips
- armscye depth
- neck size
- shoulder
- back width
- across chest
- front shoulder to waist



Peacoat



Blazer



Biker



Bolero



Trench Coat



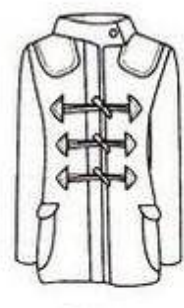
Wrap Coat



Swing Coat



Babydoll



Duffle



Military



Blouson



Band Jacket



Zip Up Hoodie



Denim Jacket



Parka



Puffer



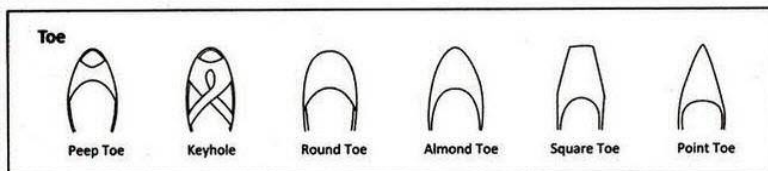
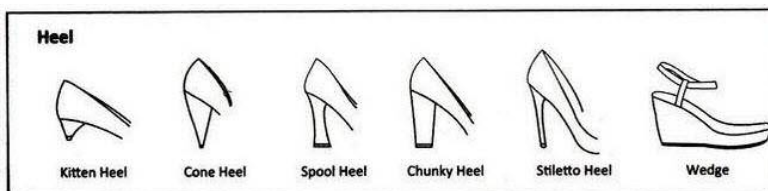
Cardigan



Cape



Poncho



Additional diagrams can be found at :

<http://visual.merriam-webster.com/clothing-articles/clothing.php>

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# Hats

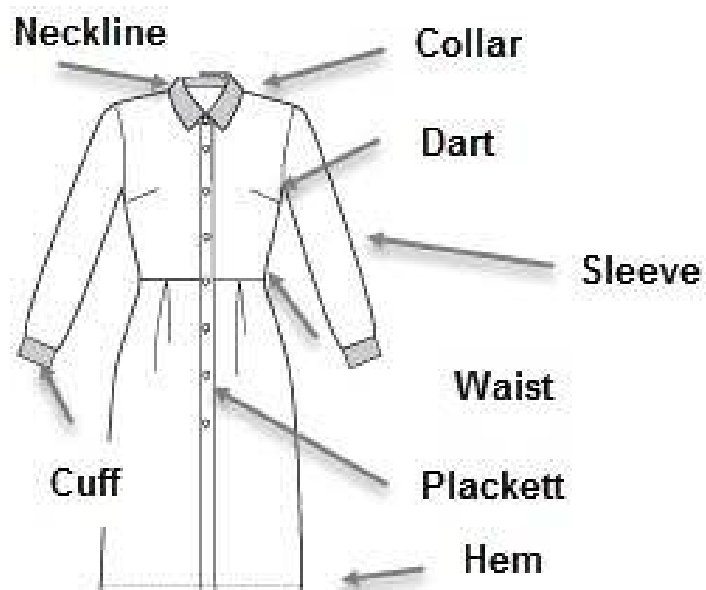
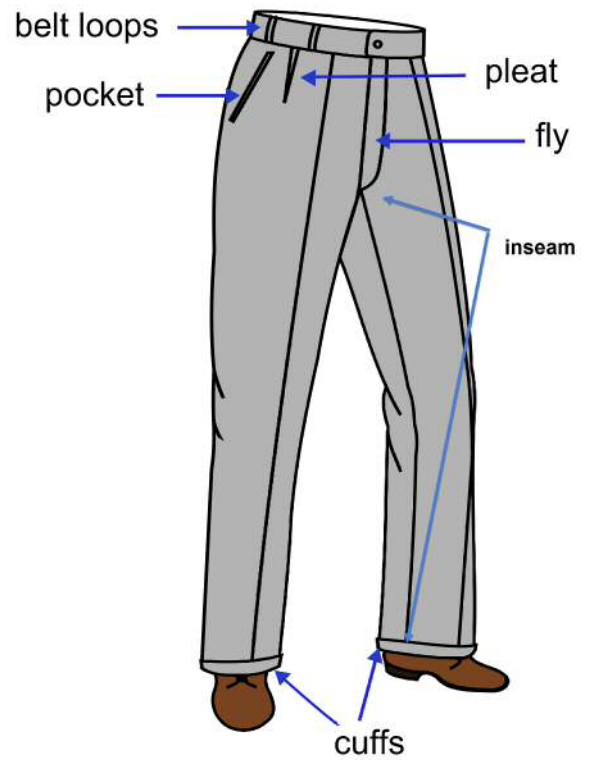
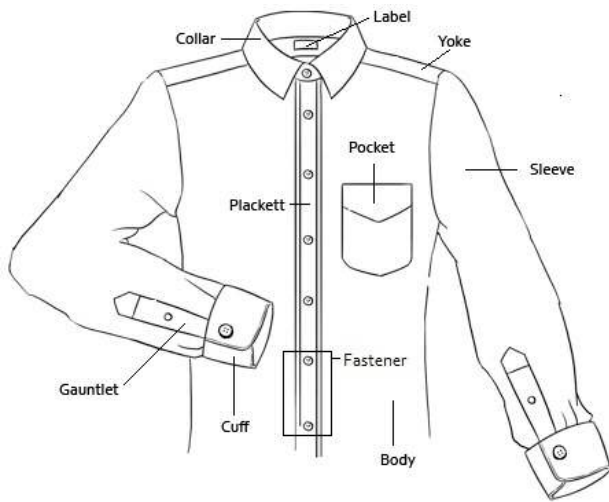


<http://www.fedoras.com/hat-styles>



<http://www.realmenrealstyle.com/hat-infographic/>

## 2) Parts of a garment



### **Differences between Men's and women's garments:**

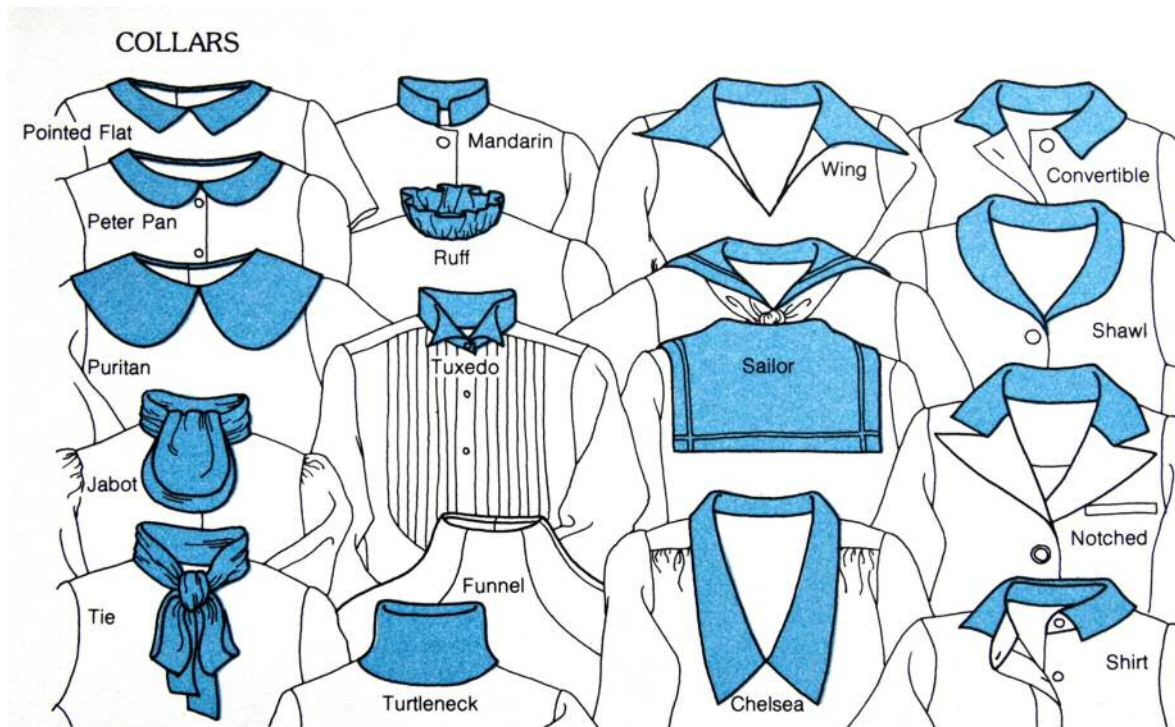
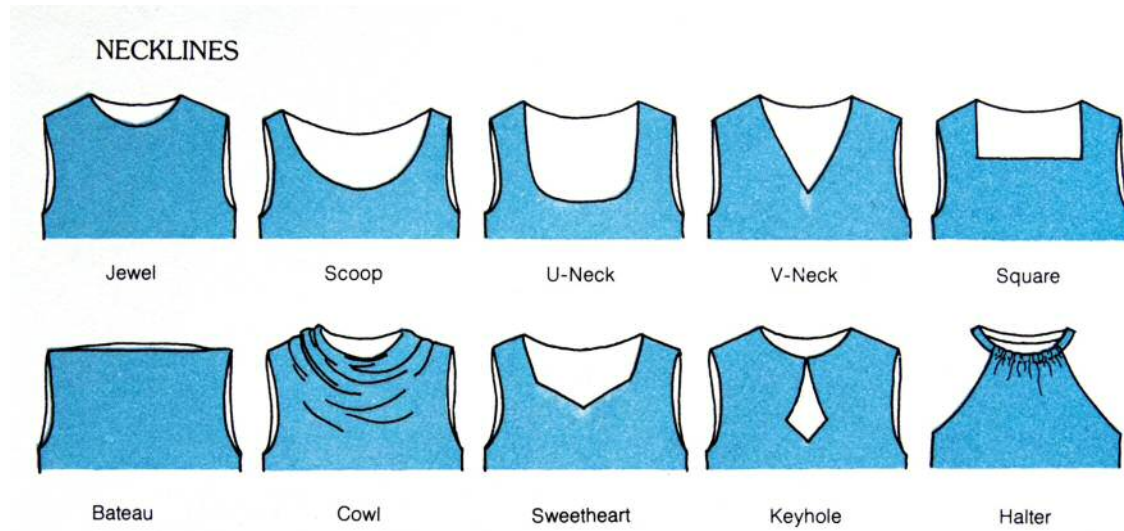
**Men:** In the USA, a man's shirt always buttons left over right (as you are wearing it). The sleeves and body of a man's shirt will be longer and the shoulders broader than a women's shirt.

**Women:** A woman's shirt usually, but not always, buttons right over left. Some designers, Ralph Lauren in particular, have their women's shirts button like the man's. Sweaters can button on either side for women.

Women's shirts and jackets are designed to fit a woman's shape. They're fuller in the bust area and usually have darts placed along the sides of the bust area to fit and they're narrower toward the waist. Jackets have shorter sleeves and the jacket part is shorter too because women have shorter arms and shorter torso's than men.

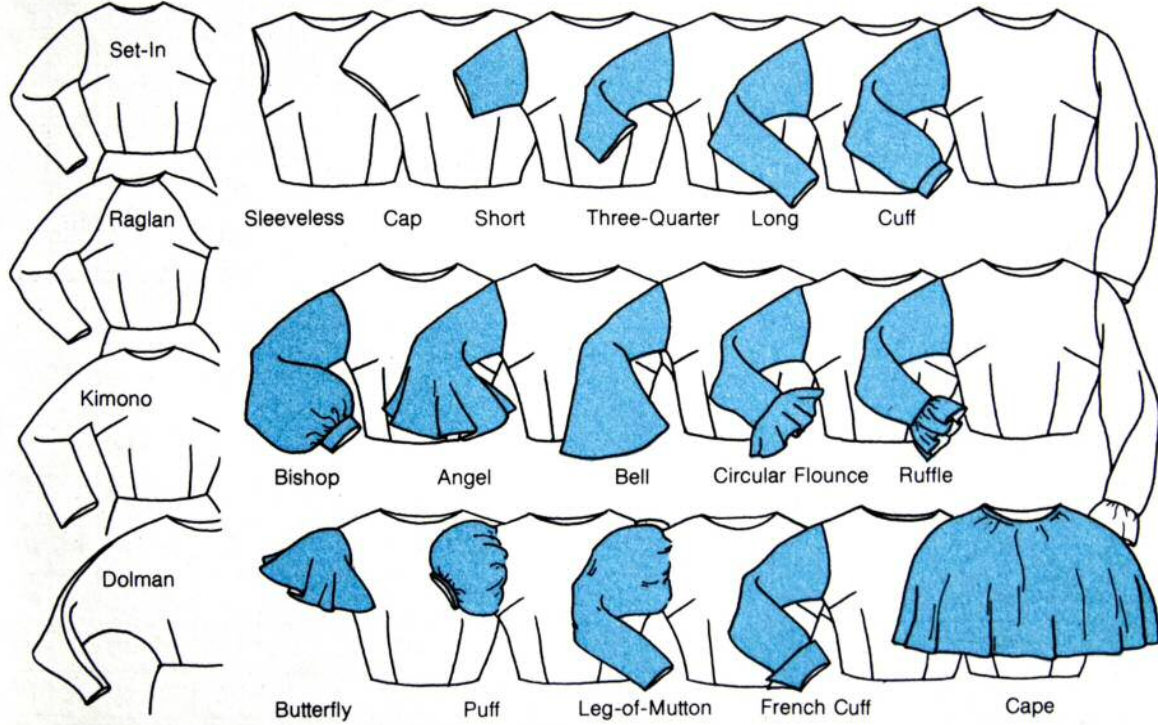
Bustline darts are only on women's shirts. Waistline darts in front almost always on women's only. Waistline darts on the back can be on both men's (slim styles) and women's shirts.

### 3) Garment Details Descriptions

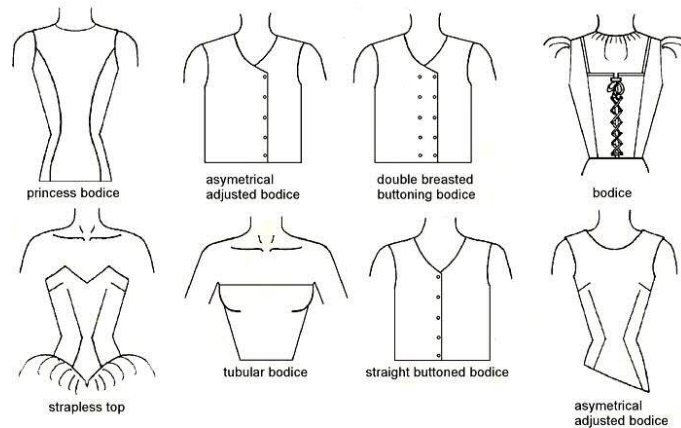
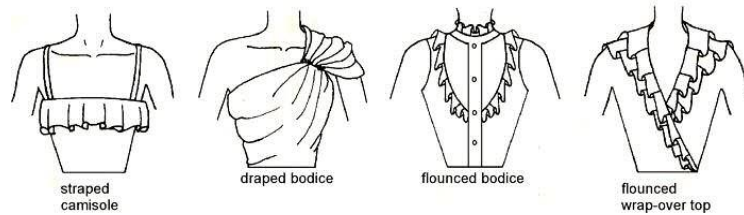
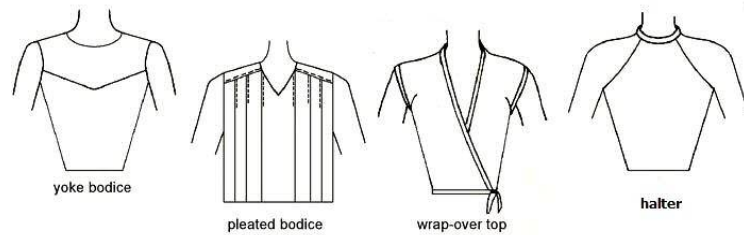
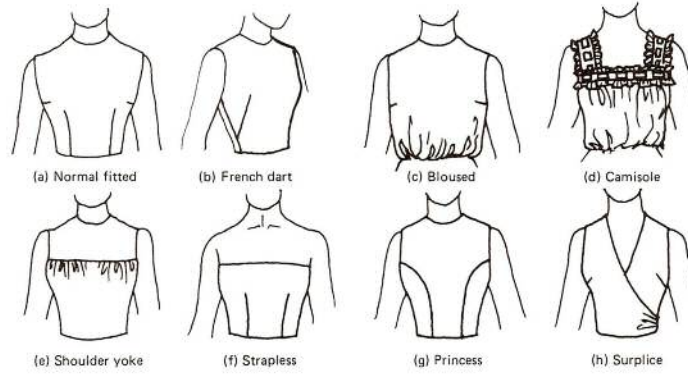




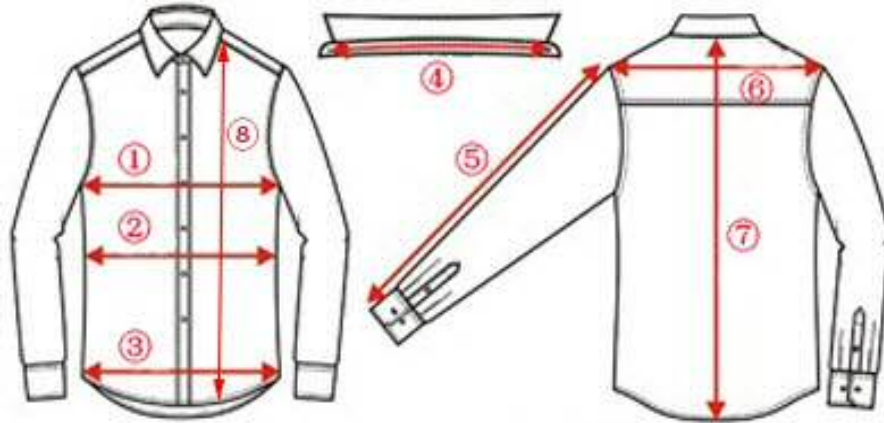
## SLEEVES



## Bodice Styles

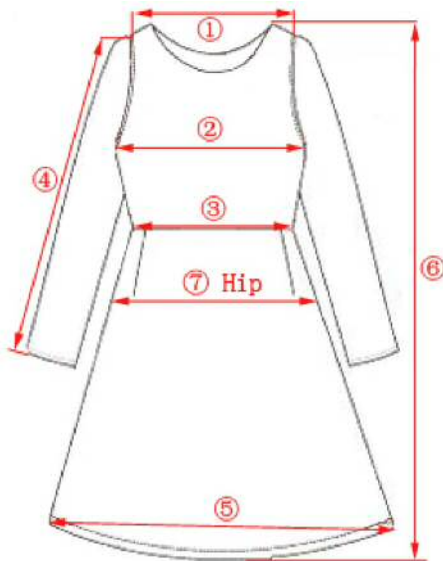


#### 4) How to measure a garment for size



**Shirt Measurements (Male and Female)**

- |                 |                  |
|-----------------|------------------|
| 1) Bust / Chest | 5) Sleeve Length |
| 2) Waist        | 6) Shoulder      |
| 3) Bottom Hem   | 7) Back Length   |
| 4) Chest        | 8) Front Length  |



**Dress Measurements**

- |                               |
|-------------------------------|
| 1) Shoulder                   |
| 2) Bust                       |
| 3) Waist                      |
| 4) Sleeve Length              |
| 5) Hem                        |
| 6) Total Length               |
| 7) Hip (7-9" below the waist) |

Excellent information on measuring a shirt:

<https://www.ratioclothing.com/help/measure-a-shirt>

Info on measuring a Jacket:

<http://www.askandyaboutclothes.com/clothing/style-tips/how-to-measure-a-jacket/>

**Size Charts** - To figure the size of a garment based on the measurements:

## Misses Sizes

size chart for misses  
5'4"-5'8"

alpha size	numeric size	bust	waist	hip
XS	0	32½"	25½"	35½"
XS	2	33½"	26½"	36½"
S	4	34½"	27½"	37½"
S	6	35½"	28½"	38½"
M	8	36½"	29½"	39½"
M	10	37½"	30½"	40½"
L	12	39"	32"	42"
L	14	40½"	33½"	43½"
XL	16	42"	35"	45"
XL	18	44"	37"	47"
XXL	20	46"	39"	49"

## Juniors

size chart for regular juniors

alpha size	numeric size	bust	waist	hip
XS	0	30½"	22½"	33½"
XS	1	31½"	23½"	34½"
S	3	32½"	24½"	35½"
S	5	33½"	25½"	36½"
M	7	34½"	26½"	37½"
M	9	35½"	27½"	38½"
L	11	37"	29"	40"
L	13	38½"	30½"	41½"
XL	15	40"	32"	43"
XL	17	42"	34"	45"

## Women

size chart for women  
5'4"-5'8"

alpha size	numeric size	bust	waist	hip
0X	14W	42"	36"	45"
1X	16W	44"	38"	47"
1X	18W	46"	40"	49"
2X	20W	48"	42"	51"
2X	22W	50"	44"	53"
3X	24W	52"	46"	55"
3X	26W	54"	48"	57"
4X	28W	56"	50"	59"
4X	30W	58"	52"	61"
5X	32W	60"	54"	63"
5X	34W	62"	56"	65"



## Men

### TOPS - REGULAR 5'9"- 6'

size	neck	chest	waist	arm length
S	14-14½"	34-36"	28-30"	32½-33"
M	15-15½"	38-40"	32-34"	33½-34"
L	16-16½"	42-44"	36-38"	34½-35"
XL	17-17½"	46-48"	40-42"	35½-36"
XXL	18-18½"	50-52"	44-46"	36½-37"

### BOTTOMS - REGULAR 5'9"- 6'

size	waist	seat	size	waist	seat
28	28-29"	34-35"	S	28-31"	35-38"
29	29-30"	35½-36"	M	32-35"	38½-41"
30	30-31"	36½-37"	L	36-39"	41½-44½"
31	31-32"	37½-38"	XL	40-43"	45-47½"
32	32-33"	38½-39"	XXL	44-47"	47-51"
33	33-34"	39½-40"			
34	34-35"	40½-41"			
36	36-37"	41½-43"			
38	38-39"	43½-45"			
40	40-41"	45½-46½"			
42	42-43"	47-48"			
44	44-45"	48½-49½"			
46	46-47"	50-51"			

### Men's Suits Jacket Size Chart (Inch,Lbs)S=Short;R=Regular;L=Long;XL=Extra Long.

	Jacket	Chest	Overarm	Shoulder	Waist	Hip	Neck	Sleeve	Length	Height	Weight
S	34R	32-34	40-42	17.75	26-28	32-34	14-15.5	32	30	5'6"-5'9"	110-120
	35R	33-35	41-43	18.00	27-29	33-35	14-15.5	32	30	5'6"-5'9"	120-130
	36R	34-36	42-44	18.25	27-30	33-36	14-15.5	32	30.5	5'6"-5'9"	130-140
M	37R	35-37	43-45	18.50	28-31	34-37	14.5-15.5	33	30.5	5'8"-5'11"	135-145
	38R	36-38	44-46	18.75	29-32	35-38	14.5-15.5	33	30.5	5'8"-5'11"	145-155
	39R	37-39	45-47	19.00	30-33	36-39	15-16.5	33	30.5	5'8"-5'11"	155-165
	40R	38-40	46-48	19.25	30-34	36-40	15-16.5	33	31	5'8"-5'11"	160-170
L	41R	39-41	47-49	19.50	31-35	37-41	15.5-16.5	34	31	5'10"-6'1"	170-180
	42R	40-42	48-50	19.75	32-36	38-42	15.5-16.5	34	31	5'10"-6'1"	180-190
	43R	41-43	49-51	20.00	33-37	39-43	16-17.5	34	31	5'10"-6'1"	190-200
	44R	42-44	50-52	20.25	34-40	40-45	16-17.5	34	31	5'10"-6'1"	200-210
XL	46R	44-46	52-54	20.75	36-42	42-47	16.5-17.5	35	31.5	6'-6'3"	210-220
	48R	46-48	54-56	21.25	38-44	44-50	17-18.5	35	31.5	6'-6'3"	220-240
XXL	50R	48-50	56-58	21.75	40-47	46-53	17-18.5	36	31.75	6'1"-6'5"	240-260
	52R	50-52	58-60	22.25	42-49	48-54	17-18.5	36	31.75	6'1"-6'5"	260-275
3XL	54R	52-54	60-62	22.75	44-51	50-56	18-19.5	37	32	6'2"-6'7"	275-290
	56R	54-56	62-64	23.25	46-53	52-58	18-19.5	37.5	32	6'2"-6'7"	290-300
4XL	58R	56-58	64-66	24.75	48-55	54-60	18-19.5	38	32.5	6'3"-6'9"	300-310
	60R	58-60	66-68	25.00	50-57	56-62	18-19.5	38.5	32.5	6'3"-6'9"	310-330
5XL	62R	60-62	68-70	25.25	52-59	58-64	20-21.5	39	33	6'4"-6'10"	320-340
	64R	62-64	70-72	26.75	54-61	60-66	20-22	39.5	33	6'4"-6'10"	340-350
6XL	66R	64-66	72-74	27.25	56-63	62-68	21-23	40	34	6'5"-7'	350-370

## 5) Fabric/color patterns

**Solid**



**Floral**



**Polka dot**



**Small Pattern**



**Plaid**



**Argyle**

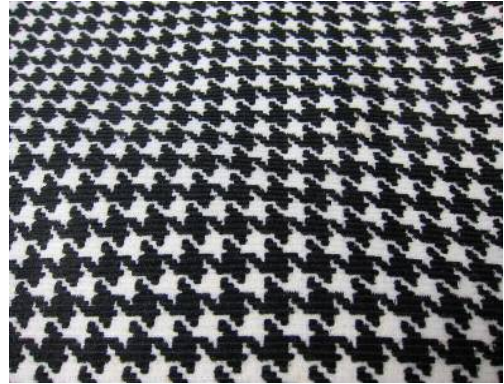




**Herringbone**



**Houndstooth**



**Stripes**



**Tweed**



**Gingham**



**Blocks**



**Geometric**



**Scroll**

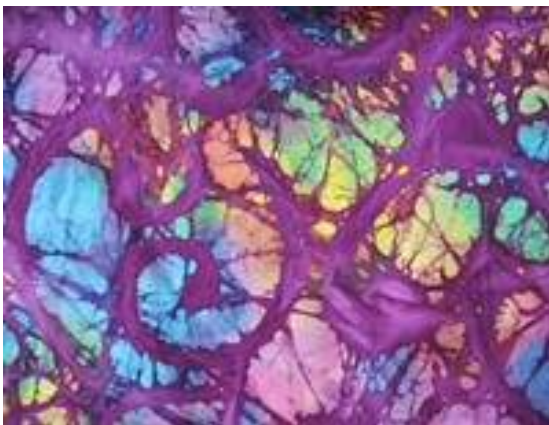


**Checks**



**Paisley**

**Batik**



**Fleur de lis**





**Animal Print**



**Abstract**



**African**



**Asian**



**Indian**



**Camouflage**



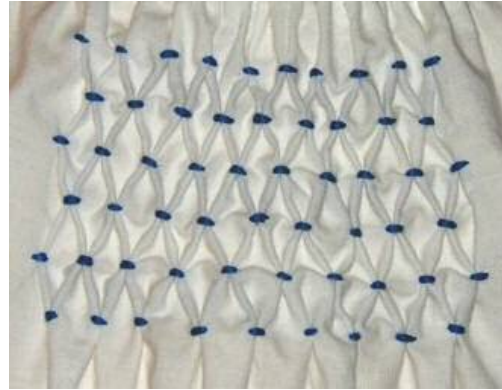


## Embellishments

### Beading



### Smocking



### Quilting



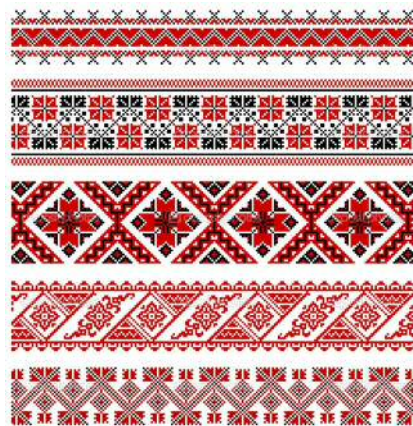
### Feathers



### Embroidery - Mexican



### Embroidery - Ukranian/Russian



## 6) Fabric Samples

<b>Cotton</b>	<b>Muslin</b>	<b>Loose weave cotton/Homespun</b>
<b>Denim</b>	<b>Twill</b>	<b>Cotton/Polyester</b>
<b>Polyester</b>	<b>Acetate</b>	<b>Satin</b>

<b>Lamé</b>	<b>Organza</b>	<b>Lace</b>
<b>Knit</b>	<b>Lycra/Spandex</b>	<b>Sequin Dot</b>
<b>Wool</b>	<b>Flannel</b>	<b>Linen</b>



<b>Tulle</b>	<b>Netting</b>	<b>Mesh / Athletic mesh</b>
<b>Voile</b>	<b>Velour/Velveteen</b>	<b>Panne Velvet</b>
<b>Brocade</b>	<b>Silk</b>	<b>Rayon</b>

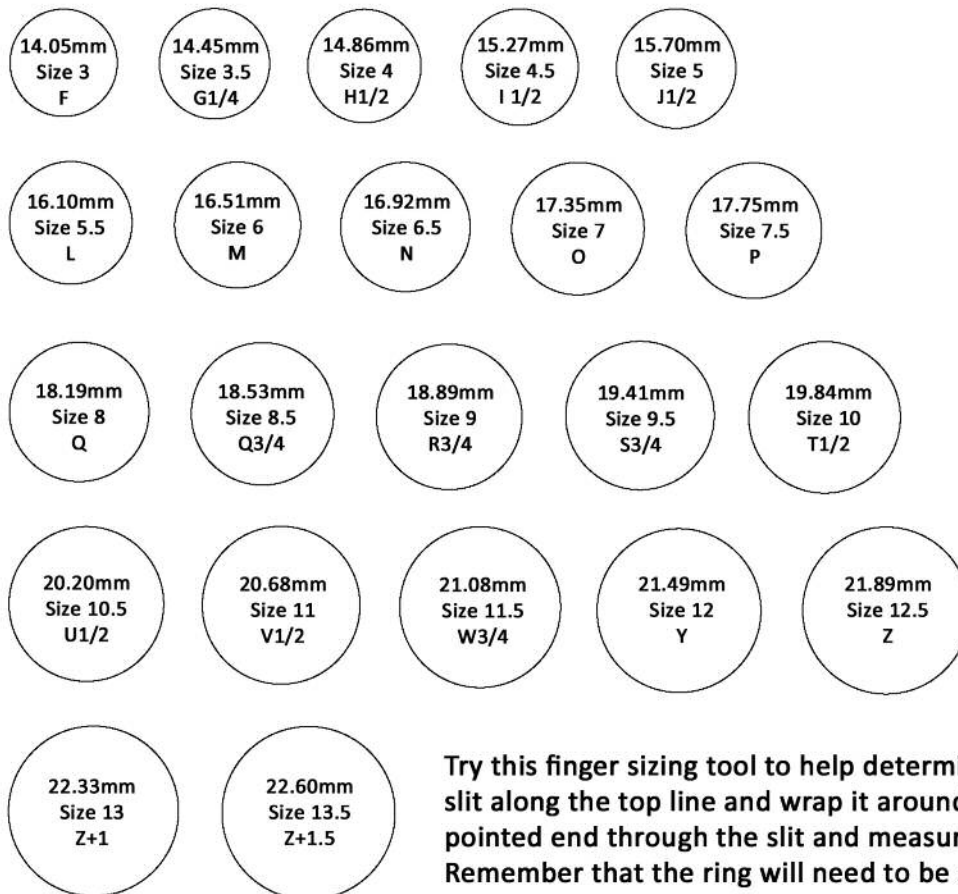
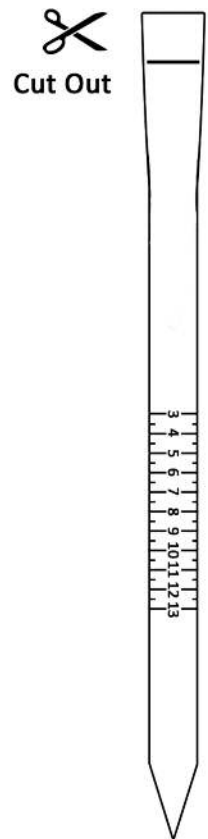
<b>Leather</b>	<b>Suede</b>	<b>Vinyl / Fake Leather</b>
<b>Fake Fur</b>	<b>Fleece</b>	<b>Seersucker</b>
<b>Corduroy</b>	<b>Terry Cloth</b>	<b>Felt</b>

<b>Tapestry</b>	<b>Upholstery</b>	<b>Burlap</b>
<b>Nylon</b>	Add your own fabric here	Add your own fabric here
Add your own fabric here	Add your own fabric here	Add your own fabric here



# SIZE CONVERSION CHART

Use the circles below to judge sizes against your existing rings. Make sure you line the circles up below with the inside of your band to get an idea of size.



Try this finger sizing tool to help determine your ring size. Cut a slit along the top line and wrap it around your finger pushing the pointed end through the slit and measuring the size there. Remember that the ring will need to be snug but will still need to fit over the largest part of your finger.

Please ensure that you are printing at 100% when printing this page and that it is not being shrunk to fit on the page. Compare the scale bars below with a ruler to be sure the ring sizes are accurate.





## 8. Credits:

Garment Types - <https://www.pinterest.com/> - various source

Garment details from *Vogue Sewing*. New York: Harper & Row, 1982.

Additional garment details:

<https://ir.library.oregonstate.edu/xmlui/bitstream/handle/1957/24654/ECNO1382.pdf?sequence=1>

Size charts from [www.JCPenny.com](http://www.JCPenny.com)

**D  
A  
T  
A**

**E  
N  
T  
R  
Y**

**G  
U  
I  
D  
E  
B  
O  
O  
K**

Print this page and trim to fit in  
the Binder Spine.