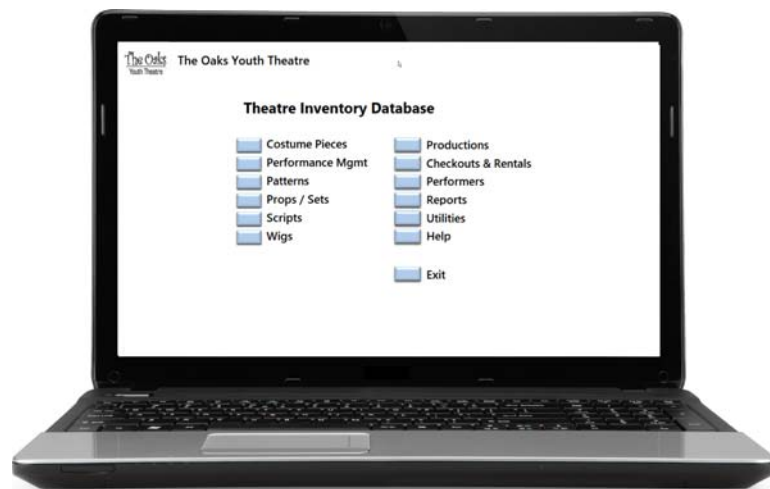


Are you ready to organize your
Theatre but need a little help?



The *Theatre Inventory Database*
is an easy-to-use application for tracking your

- ✓ *Costumes & Accessories*
- ✓ *Props & Set Pieces*
- ✓ *Checkouts & Rentals*
- ✓ *Productions*
- ✓ *Performers*

Combine with our best-selling *custom printed Tags & Labels*
and you can have a well-organized Theatre.

The **Theatre Inventory Database** has the features you need:

- ✓ Create Inventory Records for Costumes, Props/Sets, Wigs
- ✓ Do detailed Searches, View results as list or Photo Gallery
- ✓ Assign Costumes and Props/Sets to Productions
- ✓ Checkout and Check-in items. Know where everything is !



You can select the modules you need:

Costume Pieces, Props/Sets, Performance Management, Scripts

Add the **Patterns and Wigs** modules at any time

All our software is available for a **FREE 30-day trial**. **Download** it and try it today!

Costume Pieces

Add/Edit Costume Pieces with many descriptive fields.

The Oaks Youth Theatre

Costume Pieces Display Records Sorted by: Name ID

Tag ID: # Costume:

Costume Description:

Costume Type: Category: Design Style:

Color: Color Pattern: Fabric:

Time Period: Condition: Special Effects:

Adult / Child: Size: Gender:

Costume Designer: Source: Date Acquired:

Total Cost To Make/Buy: Total Replacement Cost: OK To Rent? Rental Fee:

Multiple?


Cleaning Code:

Storage Location: Details: Current Location:

Notes:

Include Notes on Checkout?

Ensemble | Measurements | Repairs / Alterations | Productions | Patterns | Costume Usage | Rental History | Discard Notes | Catalog | Performer Notes



C:\Costume Inventory Resources\Costume Photos\DeLaunay_Coat-orig.jpg

Image Controls

Props / Sets

Props and Sets can be described by many fields and assigned to a Production.

Props / Sets Display Records Sorted by: Name ID

Tag ID: # Name:

Description:

Prop/Set Type: Group / Category:

Item Type: Add New Item Type:

Color: Time Period: Qty:

Materials:

Size: Condition: Special Effect:

Cost/Value: Replacement Cost: Rental Fee per Item:

Designer: Prop Maker:

Source: When Acquired:

Storage Location: Details:


Current Location:

Can this be Painted? Can this be stood on? Include Notes on Rental?

Is it Functional? Can this be controlled remotely?

Notes:

Productions | Repair History | Rental History | Ensembles | Discard Notes | Borrowed Items



C:\Costume Inventory Resources\Prop Photos\old suitcases.jpg

Image Controls

Checkout / Rentals

Costumes, Props/Sets, and Wigs can be checked out to members of your theatre family or other organizations.

Productions

You can create a record for each Production - listing the Roles**, Costumes, Ensembles, Props, and Performers associated with that production. Reports include list of Roles, Actors with Costumes, Costumes that need Repair, and more.

** In the Performance Management module you can create a list of Roles. Ensemble records can be created to link multiple costume pieces that are worn together by an actor in a Role. Records can be created for each Performer with measurements, eye and hair color, and a photo.

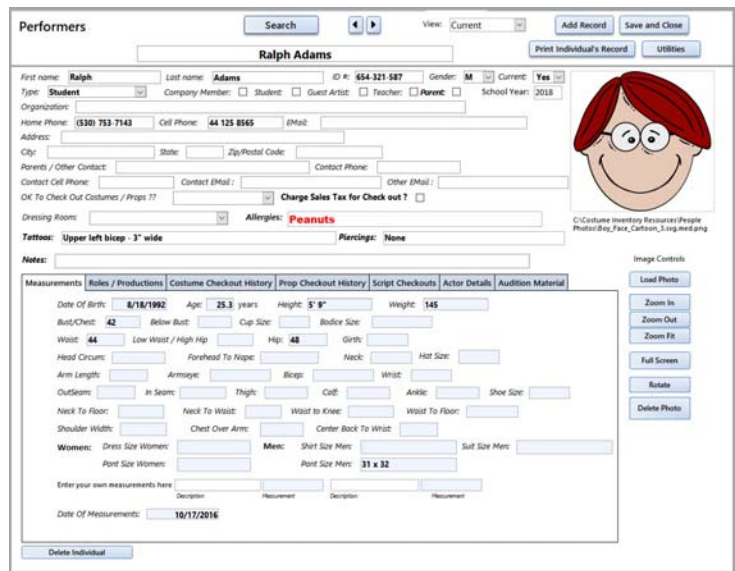
Ensembles (part of the Performance Management)

An Ensemble record is used to show all the costume pieces, props and wigs that are worn/carried by an actor in a Production.

Performers:

You can enter the names, contact info, measurements, and actor/audition information for your students / performers.

You can print reports of performers assigned to Productions, lists of items they have checked out, and more.



The screenshot shows a web-based form for entering performer information. At the top, there's a search bar and navigation buttons. The main form is for 'Ralph Adams' (ID # 654-321-587, Gender: M, Current: Yes, School Year: 2018). It includes fields for contact info (Home Phone: (330) 753-7143, Cell Phone: 44 125 8565), address, and parents/other contacts. There are checkboxes for 'Student', 'Company Member', 'Guest Artist', 'Teacher', and 'Parent'. A 'Charge Sales Tax for Check out?' checkbox is also present. A cartoon image of a person with red hair and glasses is shown in the top right corner. Below the contact info, there are tabs for 'Measurements', 'Roles / Productions', 'Costume Checkout History', 'Prop Checkout History', 'Script Checkouts', 'Actor Details', and 'Audition Material'. The 'Measurements' tab is active, showing fields for Date of Birth (8/18/1992), Age (25.3 years), Height (5' 9"), Weight (145), Bust/Chest (42), Below Bust, Cup Size, Bodice Size, Waist (44), Low Waist / High Hip, Hip (48), Girth, Head Circum, Forehead To Nape, Neck, Hat Size, Arm Lengths, Armpit, Biceps, Wrist, Outseam, In Seam, Thigh, Cuff, Ankle, Shoe Size, Neck To Floor, Neck To Waist, Waist to Knee, Waist To Floor, Shoulder Width, Chest Over Arm, Center Back To Waist, Women's Dress Size Women, Men's Shirt Size Men, Suit Size Men, and Pant Size Men (31 x 32). There's a section for 'Enter your own measurements here' with columns for Description, Measurement, and Reusement. The Date of Measurements is 10/17/2016. A 'Delete Individual' button is at the bottom left. On the right side, there are 'Image Controls' including 'Load Photo', 'Zoom In', 'Zoom Out', 'Zoom Fit', 'Full Screen', 'Rotate', and 'Delete Photo'.

Costs / Payment:

The software price is a one-time fee (no yearly costs.) We work with many schools and universities. We accept Purchase Orders, Credit Cards or Checks. Order on-line (www.costumeinventorystore.com) or by calling us (855-468-8247).

Steps to create your inventory:

1. Install MS Access on your PC. (MS Access only works on PC's with Windows.)
2. Go to the website and download and install the *Theatre Inventory Database*
3. Choose and order the right Inventory Tags for your garments and Labels for your accessories, props and set pieces
4. Apply the tags & labels to each item
5. Create an inventory record for each garment, accessory, prop/set piece you want to track

Costume Inventory Resources has everything you need:

- ✓ Inventory database application software
- ✓ Inventory tags and labels
- ✓ Barcode scanners
- ✓ Great user support for setting up your database, using the software, applying tags and labels, and more.
- ✓ Look for our *Equipment Inventory Database* to manage your lights, sound equipment and tools.



Call or visit our website today and see how we can help you manage your costumes, props, and more.

Call - 855-468-8247
www.CostumeInventory.com