

Inventory Project Planning Worksheet

Every inventory project requires a lot of planning. Here is a brief worksheet to help you get started. An Excel version of the worksheet is available from the website (http://www.costumeinventory.com/Resource_Guides.html).

Date Prepared: _____

Prepared by: _____

People

Manager: _____ Duties: _____

How many staff / volunteers/ students do you need : _____

Name: _____ Available: _____ Duties: _____

Name: _____ Available: _____ Duties: _____

Name: _____ Available: _____ Duties: _____

Name: _____ Available: _____ Duties: _____

Name: _____ Available: _____ Duties: _____

The Resource Guide, *Suggestions for a Costume/Prop Inventory Day*, recommends that there be at least 5 people for an inventory day. If you have more people you can take the photos faster and apply the tags in less time.

Notes: _____

Software

Features you want in a software: _____

Inventory Software selected: _____

If you intend to include photos in the database you will need additional software. See the Resource Guide, *Tips for Saving Photos* for more information.

Photo Resizing software: _____

Identifying Tags / Labels

Type of tags (costumes) or labels (props/shoes) _____

How many of each:

Starting Number:

Sew-In: _____

Iron-On: _____

Adhesive labels for shoes (2 labels / number)

Adhesive labels for accessories

Adhesive labels for props:

Petite Press or Heat Seal machine for Iron-on tags: _____

Special notes on tags/labels: _____

Computer Equipment

PC or Mac ??? _____

Network? _____

Barcode Scanner: _____

How many people will be working in the database? _____

Location of the workstation? _____

Storage Organization

Collection currently organized by: (Production, Time Period, Type, etc) _____

New plan: _____

New items needed (racks, shelves, bins, etc.) _____

Will racks / shelves need to be moved? _____

Other considerations:

Budget/ Costs:

Personnel:	
Software	
Tags / Labels	
Computer Equipment	
Storage Organization	
Other	
Total:	

Sources for funding:

Current Budget / Next year's budget / Grant / Donations : _____