



Repacking and Shipping the Stoles

PLEASE READ AND FOLLOW THESE DIRECTIONS CAREFULLY!

These are irreplaceable, one-of-a-kind works of art. It is your sacred responsibility to treat these with the utmost care. Most of the damage and loss we incur is the result of haphazard packing or failure to read repacking instructions!

Repacking

Proper packing of the stoles is a bit of a project, especially if you have a larger display, so make a party of it! We recommend assembling several volunteers to help you take the stoles down and pack them up. Make sure that each volunteer fully understands these instructions.

- **Account for each and every stole.**
Locate the inventory number on the back of each stole, and check it off the Exhibit Inventory. Every single stole must be accounted for before you ship them back to us! If you are missing any stoles, call the Project and send out a search party! After checking them in, please include the completed Exhibit Inventory in the box.
- **Line the shipping box with a heavy garbage bag in order to protect the stoles from the elements en route.** Place the stoles inside the bag.
- **Set aside any stole that has raised fabric paint, puff paint, or glitter paint on it.** See special instructions below.

⇒ Follow These Instructions!! ⇐

FOLD EACH STOLE CAREFULLY!

- Do not fold the story panel or appliqués – this will damage them!
- Fold the stole as few times as possible.
- Fold the stole backside out and place it in the box with the inventory number facing up.

(Instructions continue on reverse)

- **Also include in the box:**
 - If you are sending us any new stoles along with your return shipment, please wrap these up separately and put them on top. Attach a note with name, address, and story for each.
 - Put any stoles that need repairs on top and include a note so we can set them aside.
 - Completed Exhibit Inventory.
 - If you are enclosing a check, please make it payable to: National Gay and Lesbian Task Force.

STOLES WITH PUFF OR GLITTER PAINT

This soft, raised type of paint melts easily and sticks to everything! These stoles need to be lined with heavy plastic.

To do so,

lay one panel of the stole flat, with the painted side up.
Lay a liner on it. Then fold the second panel over the first.
The decorated sides of both panels should now be facing
each other with a liner in between the layers.

Liners do not need to be used on stoles without puff paint.
Appliqués, buttons, photos and ink are not a problem, since
they don't melt in transit. Save the liners for the potentially
sticky stuff!

Shipping

- **Stoles must be shipped via FedEx or UPS.** Do not under any circumstances use the U.S. Postal Service to return stoles! Their delivery system has proven to be unreliable for us, even for insured packages.
- Check the invoice that came with your stoles. This will include any special instructions if your stoles are to be forwarded to another display site. If not, return them to our office.
- You do not need to pay for any additional insurance.
- Once you have shipped the stoles, please call the Project office and let us know that they are on the way. Be sure to save the shipper's tracking numbers in case something gets lost in transit.

If you have any questions about packing or shipping the stoles,
please call us or e-mail us at StolesProject@WelcomingResources.org.

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