

1. Make sure all boxes are taped shut and together in one area (away from other boxes)
2. Label each box with the following information
(NOTE: put on colored paper and put the box # after each box has been labeled)
3. Call Quicksilver Courier at 651-484-1111, tell them:
 - a. You are from Ewald Consulting
 - b. The address, main contact, and phone number at venue
 - c. How many boxes that will need to be couriered and the total weight (they will ask car versus truck, unless 20+ boxes, say car)
 - d. When you will need them to pick it up and when it needs to arrive at the venue
 - e. NOTE: write down the confirmation number they give

NAME OF VENUE
ADDRESS OF VENUE

ATTN: EVENT STAFF AT VENUE
EVENT NAME
EVENT DATE

BOX ____ OF ____

