**Procedures for Optional Materials**

**Before your convention**

When you receive the materials, look over the pieces before going to your convention. There should be pieces labeled A through J.

***Sets 1-10 contain the following:***

* Three 8’ fitted tablecloths and one 6’fitted tablecloth
* Five Sonlight banners
* One 6’ drop tablecloth

***Sets 11-12 contain the following:***

* Four 6’ tablecloths
* Five Sonlight banners
* One 6’ drop tablecloth

***Sets 13-14 contain the following:***

* One 8’ fitted tablecloth

If any pieces are missing or damaged, contact Barb immediately.

**After your convention**

Within one week of your convention, the material s must be forwarded to the next SCC.

* Package all the tablecloths and banners in the boxes they arrived in.
* Contact the next SCC on the schedule and ask where she would like the materials shipped to.
* Contact Fed Ex and arrange for pick up.
* Use FedEx account #196045023.
* Sonlight will pay for you to send materials by FedEx Ground. If the turnaround is tight and you feel it is necessary to upgrade the shipping, contact Barb for approval.
* If the shipment must be upgraded because of delay in shipment, the SCC in possession of the materials will pay the added expense to expedite.
* If you are the last SCC on the schedule, ship back to Sonlight to Barb’s attention.