

Nativity Drop Off and Pick Up Instructions

The Church of Jesus Christ of Latter-day Saints
3700 W Reservoir Blvd, Peoria 61615

Drop off hours: Monday, November 27, 9am-8pm
Tuesday, November 28, 9am-12pm

Pick up hours: Monday, December 4, 9am-6pm

Prior to your arrival with your nativities, **please have each nativity in its own box with a picture, with each piece labeled.** This will help facilitate the check-in process.

Drop off/Check in process:

- Bring each nativity in its own box with picture attached.
- Verify number of pieces and make sure each piece is labeled (see labeling instructions).
- Receive and attach registration number and category labels for each nativity box.
- Give the name of authorized pick-up person (if other than registrar).
- Sign the liability release form.

Pick up/Check out process:

- Bring photo ID to identify you as the pick-up person.
- Receive registration number tag (Nativities will be retrieved and brought out to you).
- Verify all nativities are accounted for.
- Sign that all nativities were received.

A picture of each nativity is REQUIRED on each box.