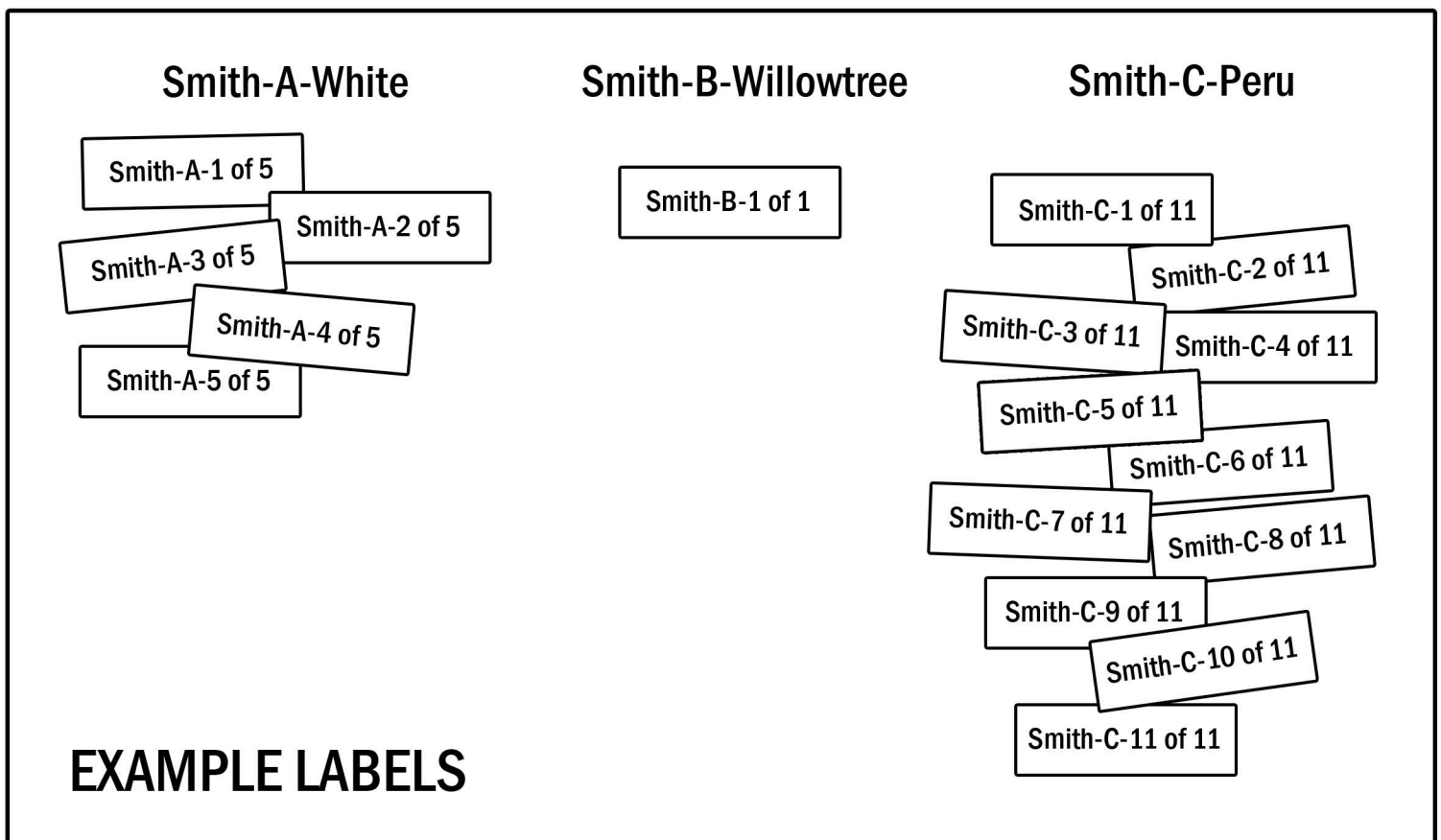


Nativity Labeling Instructions

Nickname: To avoid loss or misplacement, each nativity must be uniquely identified. Assign a “nickname” to each nativity. We suggest you use your last name, a letter (A, B, C, etc) and a one word description. (See example below, Smith-A-White, Smith-B-Willowtree, Smith-C-Peru)

Labeling: Label each nativity piece. This can be done with mailing or other labels cut to size as needed. More permanent methods, such as Sharpie marker, may also be used. Be careful to keep the labels hidden from view while on display.

Each nativity needs to have some way for us to identify each piece. Our preferred method of labeling will use the individual’s last name, the set letter, the piece number, and the total number of pieces in that set (See example below). If there are small pieces that cannot be labeled, make sure that they are shown clearly in the attached picture.



Nativity items other than sets, such as a quilt, ornament, or piece of art, should be labeled similarly to the nativity sets. (Example: A picture as the 4th item would be labeled “Smith-D-1 of 1”)

When labeling, use the name of the person who registered the nativity. If you have a common name, you may add your first initial or first name. Long last names may be abbreviated.

In addition to labeling, each nativity is required to have a clear picture attached to its box showing all pieces.