

# Nativity Labeling Instructions

**Nickname** - In order to help you keep each nativity individually named, we suggest assigning a "nickname" to each nativity. We suggest you use your last name, a letter (start with A to Z) as well as a one word description.

For example: Jane Smith is submitting 3 nativity sets, her first set has 5 pieces that is white, the second set has one piece that is a Willowtree, and the 3rd set has 11 pieces and is from Peru. She would designate the first set as "A," the second as "B," and the third as "C." So her "nicknames" might be as follows: Smith-A-white, Smith-B-Willowtree, and Smith-C-Peru.

**Labeling** - In order to help ensure that your nativity pieces are all appropriately returned as a set, they will need to be labeled. Each piece having a label on it. This can be done with mailing or other labels, cut to size as needed. Or you may use other methods to label, being careful to keep the labels hidden from view while on display. In addition to labeling it is required to have a **clear picture attached to the box of each set or item that shows each piece.**

Each set submitted by an individual needs to have some way to identify each piece. Our preferred method of labeling will use the individual's last name, as well as a set letter, the piece number and the total number of pieces in that set for the label.

To continue our above example of Jane Smith: She would label each piece in each set, following the pattern of the nickname. However instead of the word or description at the end, she would start counting her pieces. Set A pieces would be labeled, "Smith-A-1of5", "Smith-A-2of5", "Smith-A-3of5", "Smith-A-4of5", and "Smith-A-5of5". Set B piece would be labeled, "Smith-B-1of1". And Set C would be labeled, "Smith-C-1of11", "Smith-C-2of11", "Smith-C-3of11", "Smith-C-4of11", "Smith-C-5of11", "Smith-C-6of11", "Smith-C-7of11", "Smith-C-8of11", "Smith-C-9of11", "Smith-C-10of11", and "Smith-C-11of11".

If a person is submitting other nativity items for display that are not sets, such as a quilt, or ornament, or piece of art, each item will be labeled similar to the nativity sets. For example, Jane Smith also submits a picture as a 4th item. That piece will be labeled as, "Smith-D-1of1".

**NAMES** - If you have a common name such as Smith and are concerned about any duplicates of last names, you are welcome to add your first initial or first name, as you feel is necessary. Please use the name that it was submitted under for registering. So if Jane Smith registered her mother's piece of art, she should use Jane Smith as the name, not the name of her mother for labeling. On the other hand, if you have a long last name and would like to abbreviate it that is fine as well. Again we are trying to help have some means of identifying each nativity piece to it's correct set and individual.

**SMALL/DELICATE ITEMS** - If you have very small or very delicate items that are too difficult to attach labels to, a picture will be REQUIRED. The picture should be attached to the outside of that item's self contained box clearly showing each piece.

**All nativities are required to have a clear picture attached to its box showing all pieces.**