

Promo Trip Packing List

<b>Group Name:</b>	
<b>Convention Dates:</b>	
<b>Location:</b>	
<b>Ship Date:</b>	
<b>Shipping Info:</b>	
<b>Louisville Tourism Staff:</b>	

<b>Supplies</b>	<b>Quantity</b>	<b>Packed</b>	<b>Box #</b>	<b>Returned</b>
Supply Box				
CSM Business Cards				
Drawing Slips/Pens				
Drawing Signage				

<b>Signage:</b>	<b>Quantity</b>	<b>Packed</b>	<b>Box #</b>	<b>Returned</b>
<a href="#">Pull UP Banner</a>				
<a href="#">Pull Up Banner</a>				
<a href="#">Custom Signage</a>				
Louisville Dates				
Link to Group Logo				

<b>Tabletop:</b>	<b>Quantity</b>	<b>Packed</b>	<b>Box #</b>	<b>Returned</b>
Tablecloth				
Brochure Holders				

<b>Printed Materials</b>	<b>Quantity</b>	<b>Packed</b>	<b>Box #</b>	<b>Returned</b>
<a href="#">Downtown Map</a>				
Custom Map				
<a href="#">Accolades</a>				
<a href="#">Things to do</a>				
<a href="#">Save the Date</a>				
Louisville Dates				
Link to Group Logo				
<a href="#">Custom Promo One-Sheet</a>				
Louisville Dates				
Link to Group Logo				

<b>Giveaways</b>	<b>Quantity</b>	<b>Packed</b>	<b>Box #</b>	<b>Returned</b>
Giveaway				
Drawing				

Send Tracking Info to Client				
Return Shipping Label				
Packing List				
SOP for Return Shipping				