



MILLENNICON

Mail In Checklist

The following checklist is to assist you in preparing your package for mailing to Millennicon;

- Fill out Bid Sheets. Include your Millennicon artist number on the paperwork.
- Fill out Control Sheet Part 2 (Note: Control Sheet Part 1 is your registration sheet and should already be in our hands.)
 - Artist Information (Make sure to number sheets from 1 to n, where n is the maximum number of sheets.)
 - Piece Information
- Attach Bid Sheets to art or hold separate for Art Show to attach. Make sure they are properly numbered.
- Pack Art.
- Pack Control Envelope (Please do not fold control sheets more than once as this makes filing more difficult.)
 - Control Sheets
 - Bid Sheets (If applicable)
 - Hanging Instructions. (Please be aware that space requirements may necessitate our using different arrangements. We will do our best to comply with your requests, however.)
 - Return Postage Fee or Prepaid Shipping Label
 - Return Label for Box

If you have further questions or need more forms write:

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<http://community.livejournal.com/millenniconart/>